

Friends of Peirce
Monthly Board Meeting Minutes

Tuesday, March 21, 2023, 6:30 pm

Zoom Link: <https://luc.zoom.us/j/85207033294>

Meeting Began: 6:33 pm

Attendees: Becky Radoszewski, Chad Curry, Kevin McGroarty, Lauren Swihart, April Browning, Kelly Follmar, Kate Polgar, Michelle Platts, Kim Lebovitz, Steve Larosiliere, Fred Sasaki, Nok, Sangdee, Hannah Johnson, Mathieu Kouame

1. Reporting/Presentations

- a. Welcome Guests/Agenda Review - **Chad (2 minutes)**
- b. Approval of Minutes from [02/07 meeting](#) - **Becky (2 minutes)**
 - i. Motion to approve: April
 - ii. Second: Steve
 - iii. Approved; Becky will post to FoP website
 - iv. Kelly asked for clarification about posting minutes to PoP Facebook site in addition to what we previously did. Becky will share recap and PDF with her to post.
- c. Move-a-thon - **Kate (30 minutes)**

Move-a-Thon Updates

- Preparing to solicit donations from businesses: sponsorship, raffle donations, in-kind donations
- Student communications being finalized as we clarify some logistics
- Student fundraising website updated
- FOP website updated
- Cheddarup site for business and family donations set up
- Volunteer recruitment ongoing
- Beginning day of logistic planning
- Next steps: setting up a meeting for each committee in the next two weeks
- Working on a Trello board to share out with responsibilities and next steps (Kate)

i.

Annual Sponsorships

Why Annual Sponsorships?

We are soliciting sponsorships from corporate/business partnerships to provide funding for Friends of Peirce with the goal of \$20,000 from sponsorships

Sponsorships have benefits extending 12 months with 6 levels from \$250-\$10,000

This is the board's big focus for Move-a-Thon

*These are great because low cost for us with great fundraising.

April shared: [FRIENDS OF PEIRCE MOVE A THON WEBSITE](#) AND

[FAMILY DONATIONS & SUBSCRIPTIONS WITH LEVELS](#)

Sponsorship Solicitation

To Do Now

- FOP members should update the tracker with the businesses they will be contacting by the end of the Thursday 3/23. You can continue to add after that time
- If another member marks a business you feel you may have a better relationship with, reach out to that member directly to collaborate
- Begin soliciting sponsorships on Friday 3/24 by email or in person
- If you need hard copy materials please let Kevin know and he will arrange a pickup
- All materials needed will be sent in an email with the subject Sponsorship Solicitation tomorrow

*****Kate is going to email the board with information including the sponsorship tracker soon (goal is tomorrow, 3/22/23) with directions for each of us to take on this task.**

Sponsorship Solicitation Materials

- Tracker Google Sheet
- PDF letter to attach with sponsorship info
- PDF deck to attach
- Body of email suggested text

Bhargav suggested having a handout for bringing to businesses. Kate shared the Move a Thon letter as well as a digital Move a Thon deck that we can share via email that would work well. But board members can choose.

Michelle suggested asking your place of employment for donations.

Kate & April shared how we will include a disclaimer giving us the final decision on how the business will be represented to the Peirce community (i.e. an inappropriate logo or word in their business). Additionally, we will not promote a politician if they make a donation.

Concerns about printing booklet due to cost and waste. We will most likely share it digitally.

April will carefully watch the tracker as payments come in.

- d. Financial Report/Treasury items - **April (5 minutes)**
 - i. Review and Approval of February Financials
 1. [See details here](#)
 - ii. Funding requests
 1. Piñatas for BAC - \$1,700
 2. Basketball Pinnies - \$850 (combination with marketing)
 3. Seussical Musical Request - \$1,250
 4. Celebración de Arte - \$700
 5. Funding request \$4500 motion to approve: Kelly
 6. Second: Bhargav
 7. April abstained
 8. Approved
 - iii. Translation services
 1. (April) Translation Independent Contractor Hired (\$25/hour); we have in budget for \$1000 for the year (won't use that this year); requests will be sent through a form which April and her will monitor; email this

contractor through translations@friendsofpeirce.org (Chad and April will be on those emails too)

- iv. Shared email boxes
 - 1. (Bhargav)
 - v. PSO Funding Requests moving forward
 - 1. (Bhargav) working to structure PSO and FOP; lots of help from Ashley & Michelle to work through that with Bhargav; they have a document that formalizes general guidelines for both to work together to fund requests;
 - e. PSO - Michelle **(10 minutes)**
 - i. Whiskey Girl Mixer was a success; Peirce drinks were a hit and Whiskey Girl gave \$1 per drink back and she rounded it up to \$100; donation jar collected \$40
 - ii. Budget Request created by Michelle
 - iii. Career Day breakfast is coming up next and FoP has funded
 - iv. Spring Book Fair (fundraiser as well)
 - v. Teacher Appreciation Week
 - vi. Celebracion de Arte (April 26th)
 - vii. Earth Day activity
 - viii. Yard Sale at St. Gregory Church
 - ix. New Family Orientation
 - x. Sports Banquet (May)
 - f. Fundraising Group Reports / Discussion / Next Steps **(15 minutes)**
 - i. *Peirce Days*
 - 1. *Hopleaf Day - 4/16 - Chad*
 - a. Possibility of having parents purchase kegs
 - 2. *Replay - Kevin - 5/23*
 - 3. *Bhargav had an idea for the staff to wear t shirts, QR codes, brochures, etc. to share that night*
 - ii. *Luna Flowers Flower Shop (Peirce Parent Aijana Bolot) Fundraiser for Mother's Day - 5/14 - Chad*
 - 1. *Stay Tuned.....more to come*
 - iii. *Babysitting - 4/28 next night - Hannah/Becky*
 - 1. (Becky) The first one was a success! Becky shared notes, details, and goals for the future via email prior to this meeting. More to come that will lead to more improvement.
 - 2. Biggest celebrations: everyone stayed safe; everyone was respectful; everyone had fun!
 - 3. We had helpers that night, and we would really love to have more "older" students be able to sign up in the future even more so. Stay tuned for more!
2. New Business
- a. Volunteer T shirts (and possibly pinnies) would be awesome to get for volunteers. Michelle will put a request in for the volunteer t shirts.

Meeting Ended: 8:30 pm

Motion to Adjourn: Kelly

Second: Kevin