 **Friends of Huggins**

**Closed Meeting Minutes**

**March 4th, 2020**

1. Meeting Called to Order at 7:32 am, Held in cafeteria at Huggins Elementary
   1. Roll Call: Quorum Reached
   2. Attendees:
      1. President – Courtney Whitzel
      2. Vice President – Dawn Steph
      3. Secretary – Amy Carlson
      4. Co-Treasurer – Cara Heger (absent)
      5. Co-Treasurer – Tara Boening
      6. VIPS – Lindsey Duke
      7. Co-Fundraising – Jennifer Venghaus
      8. Co-Fundraising – Angelle Begnaud
      9. Co-Fundraising – Amanda Hermes
      10. Co-Historian – Lezlie Reeves
      11. Co-Historian – Kristen Mann
      12. Co-Spirit – Courtney Abbott
      13. Co-Spirit – LauraLynn Crawford
      14. Co-Spirit – Shelli Blazar
      15. Field Trip Coordinator – Laura Peart (absent)
      16. Room Mom Coordinator – Katie Scott
      17. Co-Hospitality – Kim Arriaga
      18. Co-Hospitality – Mandi Leary
   3. Handouts

Meeting Agenda

1. Meeting Minutes
   1. Motion to approve the February 12th meeting minutes by Dawn Steph, seconded by Jennifer Venghaus, approved by all present board members
2. President Updates
   1. FOH meeting/Chat with the principal on 3/18 at 8 am. Volunteer breakfast on 3/17 at 9 am in library – please RSVP with slip sent home with child. Restructuring of FOH board, bylaws amendment, and change to nomination forms if/as needed for the 2020-2021 school year – Dawn Steph working on it. Open board positions and FOH job descriptions to be discussed and nomination forms handed out at 3/18 meeting. FOH board for 2020-2021 school year – March meeting with have nominations and April meeting will have voting
3. Vice President Updates
   1. Send Dawn any social media info you need posted. School sign update: waiting on money to come in to purchase. Discussed moving our bank account for next school year (2020-2021), would start July 1st of 2020. Current bank does not provide any additional support to FOH. Vote took place to transfer our FOH bank account to Bank Corp South, Motioned by Angelle Begnaud, seconded by Dawn Steph. All present board members approved – 15 votes. \*Courtney Whitzel did not vote.\*
4. Field Trip Updates
   1. All current scheduled field trips discussed: 3/6 – second grade – Blessington Farms, 4/16 – third grade – Minute Maid Park, 4/21 – fifth grade – Museum of Natural Science. All field trips are listed online, will add them as they get approved.
5. Treasurer Updates
   1. Current bank balance at approximately $105,000. New form coming for each FOH event with monetary transactions – EFFECTIVE NOW. 2 board members will sign it – must include starting and ending balance of locked money box.
6. Hospitality Updates
   1. Diagnostician’s and Librarian’s Week – getting gift cards, VIPS – same week as the Teacher Luncheon so nothing specific planned. Administrative Professional’s Week coming up – will celebrate all 3 front office ladies. Prep for Teacher Appreciation Week has begun. Each day of the week will be ‘visiting’ a different part of the world. South America – coffee bar and pastries. Mexico – Taco Tuesday lunch. North America – ‘Grill-Out America’ lunch. Asia – little Asian goodies packet. Friday – Favorite things day – Kids bring in items from teacher’s favorite things list.
7. VIPS Updates
   1. Volunteer of the Month for March – Lori Chapman. She has led all the 5th grade fundraising this year including the Christmas and Valentine’s Day fundraisers. Field Day – 4/26 - chair is Laura Paisley, volunteer sign-up posted online. Book Fair scheduled for 3/27 to 4/3 – watch for sign-up online and in the Paw Print newsletter. Watch for sign-up after Spring Break for weeding and mulching of front flower beds.
8. Room Mom Coordinator Updates
   1. Grade level Gala projects are started for all grades
9. Historian Updates

A. Yearbooks are on sale at Jostens.com, Please upload any photos you have for the yearbook on the RePlay It app – need Sonapalooza and field trip pictures

1. Fundraising Updates
   1. FOH Gala on 4/18/20 at Weston Lakes Country Club, theme - Roaring 20s. Lots of cakes donated already for the cake auction. Send Amanda Hermes any issues you have with getting donations from the businesses you were assigned to contact.
2. Spirit Store Updates
   1. School Stores scheduled on 3/20, 4/24 (Field Day), and 5/28, will get the social media posts to Dawn as needed
3. Adjourned at 8:29 am, Motion to close by Dawn Steph, seconded by Angelle Begnaud