**Friends of Huggins**

**Meeting Minutes**

**May 21, 2019**

1. Meeting Called to Order at 7:40 am
   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
      5. Co-Treasurer – Tara Boening (Absent)
      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
      16. Room Mom Coordinator – Katie Scott
      17. Co-Hospitality – Kim Arriaga
      18. Co-Hospitality – Mandi Leary
   3. Handouts
      1. Meeting agenda for intro meeting, By Laws of FOH, FOH Code of Conduct, FOH Sponsorship Opportunities, FOH Profit and Loss Budget Overview, 2019-2020 LCISD Calendar
2. Meeting Minutes
   1. Motion to approve the May 8th meeting minutes – motion made by Tara Boening, Seconded by Lindsey Duke & approved by 17 board members through GroupMe App
3. President Updates
   1. Welcome/intros of new board members and roles, code of conduct signed by those present, reviewed board roles and by laws
   2. Discussed Goals for 2019-2020 school year: Switching up Sonapolooza and Father/Daughter Dance, possibly adding the school calendar on the FOH website (all students will get a color copy to take home), a new to the school family welcome packet, have a Meet the Teacher checklist to complete so you know what stations you have been through, more parent involvement, more teacher involvement, coffee meetup once a month to meet new moms (offsite)
   3. Reviewed calendar and discussed dates for events (pending approval from Courtney meeting with Mrs. Cunningham)
   4. Discussed fundraising/sponsorship forms/bones
   5. Dawn Steph to continue website/Facebook/Instagram posting
   6. FOH emails – need to make emails for 4 new positions, each board member has their own email address
   7. Need a landscaping quote for front flowerbeds maintenance, Maury Trapino asking around
   8. Walkie Talkie quote for entire school – 23 W/T with programming - $7,130 – Motion to approve the Walkie Talkie purchase: motion made by Dawn Steph, Seconded by LauraLynn Crawford, and approved by FOH board members who were present
   9. Discussed closed FOH meetings to continue on first Wednesday of the month at 7:30 and possibly changing FOH open meetings to second Wednesday of the month at 8:00 am (instead of current 9 am time)
4. Secretary Updates
   1. School supply kits
      1. Online ordering deadline: June 21, Delivery to homes in August
5. Treasurers Updates
   1. Reviewed budget and expenditures, Motion to approve the FOH 2019-2020 budget: Motion made by Jennifer Venghaus, Seconded by Laura Peart, and approved by FOH board members present
6. Spirit Store Updates
   1. Reviewed pricing of items, adding new items to store, and need for new hat maker (checking with Shaunta Lowery), discussed new FOH board shirts (to be designed by Amanda Hermes)
7. Fundraising
   1. Discussed continuing with 2 fundraisers for the school year – carnival in fall and clay shoot/gala in the spring. Since they must be in same 24 hour period to count as one event – board discussed continuing with the clay shoot and gala on same weekend. Clay shoot and gala combined brought in approximately $47,000 this year – only about $3,500 of that was the clay shoot. Motion to approve discontinuing the Clay Shoot fundraiser: Motion made by Dawn Steph, Seconded by Jennifer Venghaus, and approved by FOH board members present, Decided to focus all spring fundraising efforts on the gala next year
8. Adjourned at 9:25 am