 **Friends of Huggins**

 **Closed Meeting Minutes**

 **September 4th 2019**

1. Meeting Called to Order at 7:31 am, Held in cafeteria at Huggins Elementary
	1. Roll Call: Quorum Reached – all members present. Board photo taken for FOH website.
	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
		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

\*\*\*guest – principal – Bethany Cunningham present for a question & answer session

* 1. Handouts

Meeting Agenda for closed FOH meeting and Fall Carnival outline

1. Meeting Minutes
	1. Motion to approve the August 5th 2019 meeting minutes done on GroupMe app on 8/25/19 – motion made by Mandi Leary, Seconded by Jennifer Venghaus, & approved by 13 board members, posted to FOH website on 8/25/19
	2. President Updates
		1. Questions/concerns for Mrs. Cunningham. Discussion of Curriculum nights with Book Fair open. Grandparent’s Day Lunches. First Spirit Night at Big Paulie’s – September 9th. Open FOH meeting/chat with principal on 9/11 at 8 am. Discussed possible night meeting for FOH – decided on October 8th at 5:30 pm (before Second grade fitness night). Spirit Night with Skeeters – attempt in Spring 2020. Discussed and ordered some recess equipment (basketballs, Gaga balls, etc.)
2. Vice President Updates
	1. School Supplies – we are switching back to EPI as supplier for next year – their quote was cheapest. We have $300 in Staples gift cards to use up from school supply vendor.
	2. Social media – Many posts scheduled – let DS know if you need anything posted
3. Secretary Updates
	1. All thank you cards and emails to sponsors sent (up to date) and all meeting minutes current and posted on FOH website
4. Field Trip Updates
	1. Usually one in Fall and one in Spring for each grade level, Teachers ask for LEAF grants and FOH pays for the rest
5. Treasurers Updates
	1. FOH reimbursement forms are online, Have about $20,000 we can spend currently, Fundraising this year above last year at this time period
6. Hospitality Updates
	1. Discussed Grandparent’s Lunch décor, Look for donations for teacher luncheon on October 11th, August volunteers of the month – Leslie Anderson (Book Fair) and Susan Harrison (school decorating)
7. VIPS Updates
	1. Touch base with leads for committees – Sonaplooza, Sweetheart Dance, Field Day – working on leads, Need someone to take over as Book Fair lead and Huggins Garden lead, Get DJ booked for the year’s events
8. Room Mom Updates
	1. First Room Mom meeting 9/11 after FOH meeting, Need 1-2 leads per classroom
9. Spirit Store Updates
	1. Special order expected to arrive today, Check with Mrs. Cunningham about Help a Hound shirt donations, Hound Sponsorship bones ordered and will be hung in cafeteria, School Store to be held on house pep rally days and maybe one more right before Christmas
10. Historian Updates
	1. ¾ of the way through handing out yearbooks from last year, Ask each class about the RePlayIt app, Have photography passes for parents to help with school events throughout the year
11. Fundraising Updates
	1. Amanda ordering thank you signs for sponsors. Discuss carnival budget/updates/needs as per handout
	2. Carnival specifics – Saturday, October 19th 2-5 pm. Raffle baskets – have 3 donated, working on making more up, will sell raffle tickets at Grandparent’s lunch next week – need 2 board members to be there each day to sell tickets. Carnival activities – inflatables, photo booth, games, face painting, silly string wars, confetti eggs. Concessions – Westpark Church of Christ donating food (and service?), snow cone vendor being secured, popcorn, possible cake walk (double checking with Bethany). Grade level pumpkins for silent auction – Will have 6 of them (one each grade level), week of September 30th sketch out designs and kids help paint them week on October 7th during school. Volunteers – set up Sign-Up Genius, start asking for volunteers about a month before event – one hour time slots in various areas, teachers who volunteer will get a free wristband. Wristband sales – start around 9/20, early bird discount - $15 per wristband – will go to $20 for the last week of sales.
12. Adjourned at 9:37 AM