**Families of Denison Montessori (FDM)**

**October 2018 General Meeting Minutes**

**Date, Time and Location:** October 09, 2018, 4:15pm, Denison Library

**Meeting Called to order by:** Kris Green / Ana Petersen

**Attendance:** Ana, Laura, Angela, Kris, Amanda, Cole, Chelsea, Vickie, Morada, Christa, Amy, Wendy

**Introductions:** Laura, the vice chair, distributes the meeting minutes for the August 2018 General Meeting and the September 2018 Fall Festival Meeting. She introduces Cole Warren as the new Recording Secretary and sets the expectations of the meeting. All attendees introduce themselves and sign in.

**Officer Reports**

**Treasurer:** Amanda Truesdale - No report given

1. KIM NEEDS TO BUY THE BOOKS FROM SCHOLASTIC (graphic novels needed)
2. Amy and Kim have the emails from Kris with the links. $500 is expiring 10/27
3. We would like the treasurer to confer with Jauna to find out the balance of the Dragon’s Blood fund an other on-hand liquid assets that are from FDM.
4. Chelsea will audit the Teacher’s funds before January and preferably by Fall Break

**Committee Reports**

**Roller city committee:** Wendy Reyes

* The final total was 62 kids attended and we had roughly equal representation of the Primary, Lower-L and Upper-L students.
* $124 was deposited in the bank. Roller City was easy to work with and we considered holding this fundraiser again in the spring of 2019. We charged $8/person and received $2.
* Next time we can charge more and get more than $2/person. We can also consider including drinks or food to increase value in the eyes of the parents and make it more of a community event but we should get the information out earlier so there is more involvement.
* The feedback we received is that at times the venue was short staffed or hard to find which was understandable frustrating to the parents that came to support the school and expected an easy, fun time.

**Fall Festival Committee:** Angela Robbins

* Adjust the number of booths according to the number of volunteers
* Finalize the maps with Ana and Enrique (email one last time with everything we need)
* Event will be rain or shine, we discuss the plan if we need to move indoors
* Ana got pumpkins but needs to verify if we have all of the craft stuff
* Need to choose one person as the go-between/organizer on the day of the event
* Need to post on facebook, Morada will update the online and hard copy sign up sheets for donations and volunteers
* The board vote finalizes the ticket costs and votes to offer prizes at the game stations
* Tickets sales needs the cash boxes and paypal swipe machines
* Tickets are 4/$1
* Last minute list:
	+ Check on Kelly with sugar skulls
	+ Make sure volunteers get water and bathroom bags
	+ Chelsea will contact Kennedy High School’s National Honor Society to recruit more volunteers
	+ The board determines which tents need tables
	+ Cake walk donations need to be dropped off the day before or that a.m.
	+ Advertise that costumes are encouraged, no gore, weapons or scary costumes. There is a food truck and event will run rain or shine

**Denison Soiree Committee:** Laura Gilsdorf

* The initial planning meeting is next tuesday 4:15 in Denison Library - all are welcome!

**Believe Fundraiser Committee:** Laura Gilsdorf

* The fundraiser starts Nov 13 and ends Nov 27. All items arrive before Christmas.
* Based on feedback, the board has decided not to involve the teachers or distribute orders/prizes in the classroom so that no student feels bad about the financial factors involved, outside of their control.
	+ Parents will come before or after school to pick up orders/prizes in the library.
* Sorting will take a few hours with 1-2 volunteers. Items come prepackaged. We’ll need one day for sorting and two days for pick up.
	+ The cold stuff will go in the refrigerator and we’ll also need to bring coolers

**Usborne Book Fair:** Kris Green / Ana Petersen - Jamie Usborne Books

* Usborne Books
	+ The books have lifetime guarantee and can be replaced at half the cost at any time. Contact info is in the back of the book. Authors are from around the world.
	+ They do not offer toys or books with commercial characters
	+ Jamie will walk through with the teachers and students on Monday so they can preview the books and create their wish lists. Precedence goes to the students on the day of the book fair and school books will be delivered with 3 weeks.
	+ 60% of the books are under $10, the most affordable mini books are 1.99-3.99
	+ Jamie will bring affordable books and buy sets to sell separately to lower the cost of some books. Each student will receive a bookmark.
	+ We can earn 15-25% of sales or take 50% of the total sales in product depending on the total sales.
	+ They do not offer a spring BOGO sale like Scholastic
	+ They do offer home and facebook parties and the Cards for Cause Fundraiser which features 30 cards for $30.
	+ Parent letter will include fair information and a link to shop the Denison Montessori Book Fair online. They accept cash, check or credit cards.
	+ Jamie will supply 10 large posters (use dry erase markers), 20 small posters and have the link ready before the parent letter is out.
* The board discusses the pros and cons of Usborne vs Scholastic. The goal is to make sure we have affordable books like Scholastic offers. Usborne’s turn around is quicker. Usborne does not offer bilingual books at this time but plans to in the future.
* The board votes to use a credit of 50% of the sales total towards buying books for every classroom. Teachers will create a wishlist of 10 books per class.
* We will need 1-2 parent volunteers and plan to setup Friday in the library
* The book fair will be open Thursday during the Thanksgiving lunch
* Book fliers are needed 2 weeks before the book fair
* The parent letter should be sent by October 24 in the Friday folders

**On Going Business**

1. Teacher account status - Is the money being allocated to the Dragon Fund or teachers as appropriate? We know each check is designated by a line item but we would like to enquire as to how we can track that the money is being spent. We need to determine who is the contact at the school that is in charge of the budget right now. There may be $200 up in the air that could be used for the school. Morada and Laura will follow up to determine the best way to accomplish this
2. End of year financial audit - Chelsea West will complete the audit of FDM’s finances by January and will compare statements to receipts by January
3. FDM Website Collaboration with Denison Website - Morada Peterson
4. Denison Facebook Page/FDM Facebook Page - Morada
5. Sign Up Genius - Chelsea West volunteers
6. Update to FDM Marketing materials - Laura Gilsdorf
7. FDM Financials - other payment methods for donations. Should we purchase iPad for additional payment method?
8. Gift Cards - Angela Robbins
9. Dragon’s Blood
10. Communication - request by parents at the school to ensure that our communication efforts are further in advance. At least a 2 week notice for events and fundraisers.

**Next Meeting Agenda:** Create agenda and send to board for review and approval

**Next meeting is:** November 13 from 4:15-6:00 in th Denison Library

**Meeting Adjourned at:** 6:07 PM

**Minutes Compiled by:** Cole Warren

**Attachments:**

BOOTH LISTS

1. Donut Dangle- Angela
2. Cake Walk- Angela
3. Whipped Cream - Halie
4. Ring Toss- Patricia
5. Bean Bag - Patricia
6. Crafts/Pumpkins - Morada - will manage S.S. plus Pump.
7. Face Painting- Vickie - laura
8. Photobooth - Morada Peterson and Krista Rock
9. Foursquare - Ana then Cole
10. Sugar Skulls - kelly has her own volunteers -- Morada Peterson
11. DJ
12. Snacks - Nachos cookies drinks pickles - Chris and Amanda
13. Fire Department
14. Police Department
15. Food Truck
16. Ticket Sales - Chelsea and Cole 1pm-2pm
17. FDM/KS/Check-In - Volunteer check in table at 11AM