



Theresa Gellura, President · Brianne Seelman, Vice President · Michele Buchanan, Treasurer  
Kathy Mimler, Recording Secretary · Sommer Roxas, Corresponding Secretary

# Estell Manor Home & School Association

Estell Manor School 128 Cape May Avenue, Estell Manor, NJ 08319

~Their Future is our Business~

## MEETING MINUTES: DECEMBER 2, 2019

In Attendance: Theresa Gellura, Kathy Mimler, Brianne Seelman, Sommer Roxas, Michele Buchanan, Tiffany Hare, Maranda Ballard, Tiffany DiModica, Jennifer DiBenedetto, Shannon Garrison

I. Call to Order: President Theresa Gellura called the meeting to order at 7:04pm.

II. Approval of Minutes: Motion to approve the HSA regular meeting minutes for November 11, 2019 as submitted: Brianne Seelman. Second: Theresa Gellura. All in favor.

III. Finance:

- Michele Buchanan presented the Treasurer Report. Brianne Seelman motioned to approve the Treasurer Report as presented. Kathy Mimler seconded. All in favor.

IV. Correspondence:

- Donation request for door stoppers for teachers' classrooms. Deferred to determine if this will be something the school will purchase.

V. Fundraisers/Events:

- Holiday Shoppe: Committee meeting tomorrow to review inventory and pricing. Stephanie has money left on the shopping card. Brianne will get Signup lists together and post for volunteers. Discussed purchasing an Ipad and card reader for electronic credit card payments at our events. Accepting credit card payments should increase sales, reducing sales lost due to not having cash on hand. In addition, a tablet would be beneficial in storing data, photos and promptly accessing and updating events in our Google Doc files. Walmart has the best deal, a 7<sup>th</sup> Generation Ipad 10.2" (newest version) for \$249.99 plus tax. Theresa Gellura motioned to approve purchasing this Ipad for total cost of \$265.50. Michele Buchanan seconded. Brianne will continue to research Paypal and card reader for collecting credit card payments. If purchased immediately, the Ipad is scheduled to arrive by opening day of the Holiday Shoppe.
- Santa visit and gifts: Discussed getting a gift for Santa; Kathy Mimler motioned to approve purchasing a \$50 gift card to Black Olive for Steve Teasenfitz. Theresa Gellura seconded. All in favor. Theresa will re-confirm with Teasenfitz on his availability and Sommer will pick up the gift card. Gifts needed for custodians and secretaries. Brianne Seelman motioned to approve purchasing \$25 Wawa gift cards for each of the four custodians and two secretaries (six total at \$150). Michele Buchanan seconded. Theresa Gellura abstained, all else in favor. Kathy will get the gift cards. Theresa will confirm if there are any allergies in Playgroup and get an invoice for the milk and cookies. Betta is putting the Hershey kiss bags together.

- Soup Off: Michele will do the paperwork for the raffle. Discussed having a bake sale and providing water (from dispensers not bottled).
- Spirit Wear: Discussed sale options- hoodies, v-necks, unisex tees, earbuds, lanyards, drawstring bags, car magnets, water bottles. Need minimum of 12/item per order.
- Into the Woods Play/Carnival: Designated Chairpersons: Refreshments/Snacks (Theresa), Candy Grams (Brienne), Carnival (Kathy). May explore activities other than a carnival.

VI. Old Business:

- This Fall's Clothing Drive was our biggest collection in years, if not ever, profiting \$721.82.
- Cannoli Fundraiser profited \$546
- Maddalena's Cheesecake Fundraiser profited \$792.50
- HSA Shirts profited \$80.50
- Talent Show ticket sales raised \$589 and bake sale raised \$247. There were more than twice as many performers as years past, with the staff and ASL Club participating. All performances were fantastic; we received many great reviews, some saying it was the best show yet. Discussed gift ideas for Mrs. DeLucca for her invaluable assistance. Will need to meet with Sonya and Dianna to address sound equipment and stage lighting needs. Staff performers have not been required to attend rehearsals as strictly as students, but in the future, there should be at least one minimum rehearsal attendance to view the performance and identify/resolve any potential issues. Child supervision will also need to be addressed, as some students were dropped off without parental supervision or virtually unsupervised while parents were in attendance. One of the boys' bathroom toilets was clogged with confetti and overflowed. Discussed placing a parent volunteer at the rear gym door during the show. Discussed children sitting on the floor in center aisle and front of stage and the limiting of floor seating.

VII. New Business: None

Meeting adjourned: 9:07pm

Respectfully Submitted,  
Kathy Mimler  
Secretary, Estell Manor HSA