



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: JANUARY 6, 2020

In Attendance: Theresa Gellura, Kathy Mimler, Brianne Seelman, Sommer Roxas, Michele Buchanan, Melissa Mashura, Maranda Ballard, Jennifer DiBenedetto, Shannon Garrison, Stephanie Wiker

I. Call to Order: President Theresa Gellura called the meeting to order at 7:09pm.

II. Approval of Minutes: Motion to approve the HSA regular meeting minutes for December 2, 2019 as submitted: Theresa Gellura. Second: Brianne Seelman. All in favor.

III. Finance:

- Michele Buchanan presented the Treasurer Report. Theresa Gellura motioned to approve the Treasurer Report as presented. Kathy Mimler seconded. All in favor. Checks received from Yankee Candle for \$172.85 (credit for unsatisfactory service) and \$470 from Box Tops (includes Ziploc credit). Kathy and Brianne handed in receipts for purchases made in December. Stephanie is missing one BJ's receipt from the October Public & Permanent event; wishes to consider it a donation.
- Audit: Kathy provided an update from our Officer discussions prior to tonight's regular meeting. Our By-Laws state "our Treasurer's account shall be audited bi-annually by an outside auditor at the beginning of the term," likely worded this way to wrap up the account of the Treasurer after their two-year term, regardless if there is a change in who is Treasurer. We are currently a year behind in presenting our most recent audit. Our last Compilation Report was volunteered free of charge, but is not local and not available long-term. PTO Today recommends auditing the Treasurer's account annually over the summer, and may be done by either a professional or by an auditing committee within or outside the organization. The auditing committee may be HSA members but cannot include the Treasurer or any check signers or anyone with access to the banking account(s). We've received one local quote of \$275/year for a Compilation Report through Francis Lamb, CPA, which the officers have approved for auditing the 2018-2019 school year. However, we should audit the 2016-2017 and 2017-2018 school years first, which would cost \$550 total. The Officers prefer to assemble an auditing committee if we have the manpower to do so, with a minimum of two members. Discussed the benefits of auditing annually instead of bi-annually. Sommer Roxas and Shannon Garrison volunteered for the auditing committee. Kathy has all the records in her possession and will facilitate the coordination of the committee until the records are handed over. Goal set for presenting the auditing report for school years 2016-2017 and 2017-2018 during our April HSA meeting.

IV. Correspondence:

- Thank you received from secretaries Lynn and Jenn for Christmas gifts

- Box Tops will be issuing an additional credit because there were Ziploc products found in stores with expired clips. The credit amount will be based on previous earnings.
- Melissa Mashura submitted a donation request to ShopRite (Village Supermarket) for Muffins with Moms, awaiting response.
- December 5, 2019: Executive email vote to approve providing financial assistance for three students to attend the 7th and 8th grade Franklin Institute field trip at the cost of \$28 per student, in response to a donation request by Mrs. Baker. Motion made by Theresa Gellura and seconded by Michele Buchanan. Passed with 5 approval votes. None opposed.
- December 11, 2019: Executive email vote to approve a budget of \$100 to provide refreshments during the Holiday Concert on Dec 12. Motion made by Brianne Seelman and seconded by Michele Buchanan. Passed with 4 approval votes. None opposed.
- December 26, 2019: Executive email vote to approve purchasing a \$500 Visa gift card for Stephanie Wiker to purchase items for the 2020 Holiday Shoppe. Motion made by Brianne Seelman and seconded by Theresa Gellura. Passed with 5 approval votes. None opposed.
- December 26, 2019: Executive email vote to approve allocating \$275 for Francis Lamb, CPA to complete a Compilation Report for the period of July 1, 2018 through June 30, 2019. Motion made by Theresa Gellura and seconded by Brianne Seelman. Passed with 5 approval votes. None opposed.

V. Fundraisers/Events:

- **Soup Off:** Discussed having a bake off and/or basket raffles again and decided to have a Cookie Bake Off in conjunction with the Soup Off, 5 dozen cookies minimum per entry. Will need three different colored raffle tickets (Soup, Cookie, Storybook Land tickets). Will keep the entry requirements the same as before: \$5/adult, \$3/child under 13 or senior over 55, families bringing a Soup Off entry admitted for free. Two votes allowed per person for each the Bake Off and Soup Off. 1st, 2nd and 3rd place prizes for each contest will be a \$30, \$20 and \$10 gift certificate to Sidelines, with a ladle or spatula. Wawa is getting tight with their donations and may not be able to provide us bowls or spoons this year, so we'll have to purchase what we are lacking. We have one 4-pack of Storybook Land tickets to raffle, \$1/ticket. K-cup coffee will be provided for free. Steph will make baked ziti, Brianne will make macaroni and cheese, Michele will make pasta. Need coloring sheets for kids. Discussed sending out a combo flyer for Soup Off/Bake Off.
- **Spirit Wear:** Viewed available designs for bags, hats, shirts, water bottles and earbuds. Discussed their minimums, costs and which to move forward on; chose two shirt designs to offer on choice of black or grey shirts/hoodies (8%). Theresa Gellura motioned to approve purchasing 250 drawstring bags at a total cost of \$542.50 to give away to students this school year and 250 earbuds with case at a total of \$552.50 to give away to students at the start of next school year. Brianne Seelman seconded. All in favor. None opposed. All purchases will be tax exempt, as Michele has provided our tax-id to Proforma.
- **Into the Woods Play/Carnival:** AC Moore is closing; may have gift bags on clearance. Discussed alternate activities to the Carnival – face painter(s), performer(s), craft(s). Theresa will discuss and confirm details of the breakfast/matinee timing with Mrs. DeLuca.
- **Assemblies:** Kathy presented Mighty Mike (Mike Simmons), a basketball player with epilepsy who performs a basketball/motivational speaking assembly encouraging students to go after their dreams despite the challenges and acceptance of others' challenges. Must be a morning assembly and cost would include hotel fee. Can have one whole school assembly at \$500 plus hotel or two assemblies at \$900 plus hotel. Discount provided if

Weymouth School is interested in booking an assembly the same day. Jackie Specht from Weymouth HSA forwarded info for the Pushcart Players, a play they hired and enjoyed. Theresa presented Marc Mero, a WCW/WWE pro wrestler/motivational speaker. Need to research cost. Theresa will gather date ideas and discuss with Mrs. Abraham.

- End of Year treat: Set for May 26th. Discussed Kona truck, Monster Cone truck, Ken's Ice Cream truck.
- Castaway Cove: Discussed selling tickets ahead of time, potentially during events like Muffins with Moms or Donuts with Dads. Will need to start planning details now.

VI. Old Business:

- Holiday Shoppe profited \$1479.42. Discussed gift card security, the alternative potential of prepaid gift cards or separate Holiday Shoppe checking account, and the idea of making the Holiday Shoppe a Standing Committee. Stephanie confirmed that the gift card she has can be replaced if lost or stolen and can be protected with a pin number.

VII. New Business: None

Meeting adjourned: 9:16pm

Respectfully Submitted,
Kathy Mimler
Secretary, Estell Manor HSA