



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

Estell Manor Home & School Association

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~Their Future is our Business~

MEETING MINUTES: FEBRUARY 3, 2020

In Attendance: Theresa Gellura, Kathy Mimler, Sommer Roxas, Michele Buchanan, Maranda Ballard, Diane Pogue, Stephanie Wiker, Tiffany Hare, Rachel Prince, Tiffany DiModica, Jenna Kelly

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 January 6, 2019 as submitted: Theresa Gellura. Second: Diane Pogue. All in favor.

III. Finance:

- Michele Buchanan presented the Treasurer Report. Theresa Gellura motioned to approve the Treasurer Report as presented. Diane Pogue seconded. All in favor.
- Audit: Sommer Roxas, Shannon Garrison and Jenna Kelly will be the Auditing Committee for the school years of 2016-2017 and 2017-2018. They had their first meeting last Wednesday and will meet again this Wednesday. Kathy is gathering the Treasurer's Reports for that time frame. The committee questioned whether we should be filing taxes, provided preliminary feedback that there is some missing documentation to address, and will provide a full update to the Officers when complete.

IV. Correspondence:

- Theresa reported that she has been approached by school staff in concern of field trip bus funding, requesting HSA funding, that field trip bus funding is not in the school's budget this school year. Theresa will confirm with Dianna, but wanted to make the association aware in the event that we will need to consider bus funding over other funding projects.

V. Fundraisers/Events:

- Soup Off: Theresa Gellura motioned to approve the purchase of \$120 in gift certificates to Sidelines as prizes for the Soup Off and Bake Off winners. Michele Buchanan seconded. All in favor. Setup will be at 4:30pm, registrants to arrive with their entries at 5:30pm, event and voting starts at 6:00pm. Theresa will submit the Facilities Use form and confirm whether the Wildcat Den can be relocated that afternoon so we can set up. Need to start asking for volunteers. We can utilize the new HSA Wix app for registration.
- Spirit Wear: Drawstring bags and earbuds came in and look great. Finalized logos for shirts – separate logo for black shirt and grey shirt. BPA-free plastic water bottles with lock and wrist strap, 100 minimum, must choose one color to sell. 5 approval votes for green and 4 approval votes for grey passes green as the color to sell with white logo. Discussed and majority decided to hold on lanyards, beanie hats, pencils and shopping bags for now.

(Diane Pogue left for the evening, Jenna Kelly arrived)

Minimum order of 24 shirts of any design/type. Discussed and decided to keep apparel pricing the same as last year. Jenna will print flyers. Sale will start as soon as possible and end March 6th, no late orders accepted, with delivery by end of March. Cash or check payment only. Need to look into Paypal Business account vs. Friends & Family.

- Into the Woods Play/Carnival: Discussed carnival games and cast snacks.
- School Counselor Appreciation Week: This week is School Counselor Appreciation Week. Discussed ideas for Mrs. Kuppel and decided on flowers or house plant idea. Theresa Gellura motioned to approve a budget of \$40. Michele Buchanan seconded. All in favor.
- Assemblies: Michele presented the idea of Wheels of Freestyle BMX Show Assembly, with antibullying motivational messaging. Based out of California, some of the performers are professional BMX racers. Discussed details and pricing. 45-minute show, outside preferred, gym as backup. Need to confirm if we meet space requirements. Michele has limited availability in dates provided by the company, but they change. Cost drops as low as \$1197 on certain dates, but can be as high as \$1597. Theresa Gellura motioned to approve spending up to \$1597 on the BMX Show Assembly for a date in May to-be-determined. Michele Buchanan seconded. All in favor. Theresa will confirm dates and space availability with Dianna. Michele will continue to verify available dates and pricing for \$1197.
- Teacher Appreciation: Will ask Sidelines for the availability and menu recommendations.
- Easter Bunny Visit: Theresa will confirm with Betta and Mr. Smith as to their involvement.
- Castaway Cove: Discussed ideas for preselling tickets.

VI. Old Business: None.

VII. New Business: None

Meeting adjourned: 9:17pm

Respectfully Submitted,
Kathy Mimler
Secretary, Estell Manor HSA