

St. Eugene Home and School Association
Executive Board Meeting
Wednesday, November 16, 2011

Meeting Minutes

#

Members Present: Christyn Miezin, Kevin Beisser, Christine Melloch, Melissa Freeman, Rebecca Jones, Jackie Murphy, Kristin Aussem, Kate Gould

Members Excused: Doug Byers

Call to Order: The meeting was called to order at 7:00 pm by Christyn Miezin.

Approval of the Minutes from the October and General Meeting: The October Minutes and the General Meeting Minutes were discussed and approved.

Presidents Report: Christyn Miezin:

- Benefit night: the last benefit night was at Buffalo Wild Wings. We will find out next week how much money the event made. Noodles will be the next benefit night.
- UMI shoe sales made \$250.
- Volunteer Point System: was discussed at the general meeting. We will readdress it in January.
- Hospitality: we have two more events this year. Karin Raiten, the current chair, is leaving and will need to be replaced. Kate will look at the volunteer list to see if someone would like to take the position. Open house and the teacher luncheon are the two remaining events. We would like to have two people chair it in the future.

Vice Presidents Report: Kate Gould:

- Hillary Pelican will be the chair for the kindergarten play dates.
- Andrea Beisser will not be handling the magazine sales next year.
- Christine Melloch has expressed interest in chairing the book fair. Christine would shadow Marybeth Gabler, Denise Weiler, and Maryann Marowski.
- We need to find someone to take over the magazine sales. Christine Melloch would be willing to co-chair.
- Jennifer Rysewyk will not be doing the rummage sale next year. There were less school families who volunteer to help at the rummage sale this year. 20 school families participated. We should add a 4th chair as a volunteer coordinator.

- Every chair has been given their volunteer list.

Principal Report: Rebecca Jones

- Doug Byers has taken a new job. His last day will be next Wednesday.
- Kindergarten coffee was this morning. 7 families attended. The coffee was held from 9-10:30, yet most stayed until 11. Most families were interested in K3 for next year.

Director of Administrative Services Report: Doug Byers

No report

Treasurer Report: Jackie Murphy and Kristin Aussem

- Will keep an on going spreadsheet as they switch to the new software program
- Rummage sale made \$14,000.
- Currently creating a template for each of the chairs to follow. This template will include a time frame and budget, and a history of the event. The template will serve as a guide for the chair to use.
- Magazine sales will continue through the year. Could we push the sale year around?
- Musical fee was cut in half to \$478.25 for the late return of the scripts. We did receive another invoice for \$90 for the t-shirts.
- Deposit from Fire Ridge will be sent back to us since the Golf Outing was cancelled.

School Board Liaison Report: Christine Melloch

Father Jerry will be leaving on sabbatical, however he will be here through Christmas.

Parliamentarian Report: Kevin Beisser

No report.

Fundraiser Report: Nancy Roessler

- Candy Cane Craft Fair: we currently have 8 vendors signed up and we will need 30 or the event will be cancelled. Nancy will be attending other holiday show this weekend and will look for possible vendors. The first year the fair was held the business was slow. Last year the blizzard hit and hurt the sales for the fair.
- Fun Fair: The idea is to get the community outside of St. Eugene's to attend. A Fun Fair will provide all of the games and will have one to two people attending the event at all times. All Food and games run on tickets. Tickets cost \$.25. All the money is up front in one spot. Start up cost would depend on how we want the event is set up. An ideal time would be from 10am – 4pm on a Saturday.

- A cake auction and class basket raffle could be part of the event. Each class is assigned a theme for their basket.
- Fish fry: would we be willing to host a fish fry? We would need a fryer and good workers. Nancy has not run one but would be happy to help.
 - Ladies night: wine or fine tea, snacks and gourmet chocolate. Vendors would pay \$30 for a spot. Adults tickets would be \$10 and student girls \$5.

Musical: Frank O'Dwyer

Musical committee wants to be on the same page as H&S. We are looking at keeping the costumes and the set cost down this year. The cost of the next play is approximately \$1200 for the rights to the script and to produce. The immediate expense to rent the script is \$75 for one month, and would like our permission to proceed. It was agreed that Frank should proceed with renting the script for \$75. The next larger expense is the rental for speakers at \$500. The director is the other big expense. Karen Krueger was the director in the past and cost \$2000. Should we look elsewhere? Frank has a friend who would direct it for much less. He would charge around \$1000. Another expense is the program sign outside. As of now, the over all expense is about \$5000. We will be raising the participation fee and will have a better invoicing process for the advertisements. The programs will be printed a week prior to the opening night and sent home with every student in the school. Businesses could put a coupon in program to see the effect of their advertising. If the kids have already seen the play why should they go a second time with their parents? Could we have a scene as a teaser for the kids, but not the entire show? We could do a dress rehearsal and invite people from the parish to attend (coffee and donuts included).

Adjournment: The meeting ended 8:47 pm

Next General Meeting Date: Wednesday, Dec 14, 2011