



**Friends of Huggins
Meeting Minutes
June 4, 2018**

1. Meeting Called to Order at 8:45
 - A. Roll Call: Quorum Reached
 - B. Attendees:
 - (i) President – Courtney Whitzel
 - (ii) Vice President – Jamie Nevill
 - (iii) Secretary – Dawn Steph
 - (iv) Co-Treasurer – Cara Hegar
 - (v) Co-Treasurer – Jennifer Seifert
 - (vi) Co-VIPS – Laura Pert
 - (vii) Co-VIPS – Somer Leader
 - (viii) Co-Fundraising – Jennifer Venghaus
 - (ix) Co-Fundraising – Maury Trapino
 - (x) Co-Fundraising – Amanda Hermes
 - (xi) Co-Historian – Natalie Pollock
 - (xii) Co-Historian – Ashley Allen (Absent)
 - (xiii) Co-Spirit – Tara Boening
 - (xiv) Co-Spirit – Shelli Blazar
 - C. Handouts
 - (i) Meeting agenda
 - (ii) Lamar CISD Instructional Calendar
 - (iii) Budget Overview
 - (iv) Sponsorship Packet
 - (v) FOH Information sheet
 - (vi) Sponsor list
2. Welcome and Introductions
3. Review board roles, bylaws, and code of conduct.
4. Suggestions/goals for 2018-2019
 - A. Increase fundraising
 - B. Increase parent involvement
 - (i) FOH board meeting at night
 - C. Logo – redesign the logo
 - D. Budget

- (i) Research programs and resources that impact students and ensure they will benefit students and teachers
 - E. Promote FOH purchases to donors and parents
 - F. Add FOH information to weekly emails
 - G. Conduct a meeting at Kindergarten orientation and/or meet the teacher
 - H. Teacher appreciation week – coordinate more activities with Principal Harvey and possibly have theme days
 - I. Revamp room mom program
5. Calendar review
- A. Calendar of events was reviewed and dates were selected
 - B. FOH event dates will be presented to Principal Harvey for approval
 - C. Donations needed for Tears & Cheers (juice, donuts, coffee, etc.)
 - D. Back to school decorating will occur 1-2 weeks prior to first day
 - E. Boosterthon will be run by volunteers this year
6. Budget and expenditures
- A. Reviewed the budget including field trips, hands on science, field day, garden, classroom enrichment, etc.
 - B. Motion to approve the budget – motion made by Maury Trapino, Seconded by Jamie Nevill & Approved.
7. Fundraising/Sponsorship forms
- A. Letter and sponsorship packet needs to be updated. Fundraising will update all documents and send out to the board for review. Sponsorship packet will be sent to businesses in June.
 - B. Hounds bones – need new printer for these.
8. Website and social media
- A. Dawn needs to get with Kristina to update website.
 - B. Create an Instagram page for FOH
9. Spirit wear
- A. Board would like to provide every student with their Friday shirt but pricing is needed before a decision can be made.
 - B. Theme is Super heros and a design is needed in order to get pricing.

10. FOH emails
 - A. Board members need to update their respective email accounts.
11. FOH board shirts
 - A. Pricing is needed.
12. Miscellaneous
 - A. Obtain dates for various national days (librarian, janitor, etc.)
 - B. Buddy Bench – board is interested in this for the playground
13. Adjourn at 9:58