 **Friends of Huggins 2020-2021**

 **Virtual Closed Meeting Minutes**

 **May 27, 2020**

1. Meeting Called to Order at 9:04 am, Held virtually on Zoom meeting platform
	1. Roll Call: Quorum Reached
	2. Attendees:
		1. President – Dawn Steph
		2. Vice President – Melissa Morse
		3. Secretary – Jennifer Bayes
		4. Co-Treasurer – Stephanie Woodell
		5. Co-Treasurer – Tara Boening
		6. VIPS – Lindsey Duke
		7. Co-Fundraising – Jamey Lebsack
		8. Co-Fundraising – Angelle Begnaud
		9. Co-Fundraising – Heather Schomburg
		10. Co-Historian – Melissa Doty
		11. Co-Historian – Melissa Leonard
		12. Co-Spirit – Courtney Abbott (absent)
		13. Co-Spirit – LauraLynn Crawford
		14. Co-Spirit – Somer Brown
		15. Room Mom Coordinator/Field Trips – Jennifer Ramos
		16. Co-Hospitality – Jordan Schupbach
		17. Co-Hospitality – Amy Carlson
2. Handouts

Meeting agenda was emailed to all board members prior to meeting

1. President Updates
2. New board member introductions done. All board members emailed the board’s Code of Conduct – will sign at the next physical meeting (hopefully in June). Bylaws will be amended to combine the Room Mom Coordinator and the Field Trip Coordinator roles. Outgoing board members need to submit their board role document to Dawn Steph by June 4th, have all FOH email accounts cleaned up and switched over to Dawn Steph by June 4th as well. School supplies for next year must be ordered by June 14th – Melissa Morse in charge of school supply orders. Discussed board’s suggestions/goals for the 2020-2021 school year: Changing the spirit wear order pick-up to multiple days and times in August – not all done at Meet the Teacher. Friday shirts need to be designed and approved quickly since we now know the theme the students voted on for next year. ‘Leveling Up in 2020’ is new theme chosen by the new fifth grade class. Per Mrs. Cunningham – she would like a board member to be in charge of the 5th grade class’ fundraising money instead of a parent. Maybe we can get a 5th grade mom to be on a committee with the treasurers for this account. Typical June board activities discussed: switch bank signature card to new members using approved meeting minutes that show 2020-2021 FOH board members. Letters, flyers, and sponsorship packets need to be updated and sent out regarding sponsorships in June. Spirit wear Friday shirts designed, priced, and approved by Mrs. Cunningham. Order by the end of June, and donate the old Friday shirts. Spirit wear pricing and ordering for next year.
3. New school sign still needs to be reapproved and purchased. It will not be ready by the first day of school. Lindsey Duke is working on front of school landscaping quotes – cleaning up flower beds, re-mulching, and switching the plants to low maintenance choices for easier future care.
4. Treasurer Updates
	1. They are working on the proposed budget for next school year. Plans to move the FOH account from First Financial still in place – they will relocate after the new fiscal year starts on July 1st. Will need the President, Vice President, Secretary, and both Treasurers to go by new bank and sign up to be on the new account for next school year.
5. Spirit Updates
	1. Need to work on theme for Friday shirts – design, approval, and pricing. For design – Somer Brown’s mom does graphic design, she will ask her mom to make shirt mockups for us. Leonetti Graphics usually has the best price for us on shirts, will check into that too. The FOH board traditionally meets one day over the summer to sort all the Spirit Store items and fill orders – still planning to do that this summer. Discussed the option of offering multiple days and times for order pickup versus distributing them all at Meet the Teacher. Planning to sell the purple battery shirts from last year at a discount for next school year.
6. Historian Updates
	1. May 29th last day to order the yearbook for this school year. Kristen Mann and Lezlie Reeves to get with Melissa D. and Melissa L. about historian board role. Last year’s historians suggested a change to the yearbook for next school year – they recommend having the yearbook to the printer in mid-March (cover will be due October 1st this way) so that the historians are not spending the last part of the year finishing up the yearbook. This new turn-in date will exclude possible field trips, Field Day, the end of year celebrations, the talent show, and the last day of school from the yearbook. However, the students would get their yearbook before the summer break, and the historians would not be trying to track students down for their book after summer break. Motion to change yearbook turn-in date to printer for next year by Dawn Steph, seconded by Angelle Begnaud, and approved by all present board members.
7. Fundraising Updates
	1. Gala possibly moving to Fall of 2020 since it did not happen last April as planned because of quarantine. They are waiting to hear back from Weston Lakes Country Club about available October dates. Also planning to check in with Mrs. Cunningham for her approval.
8. Adjourned at 10:12 am, Motion to close by Dawn Steph, seconded by Amy Carlson