 **Friends of Huggins**

 **Virtual Closed Meeting Minutes**

 **May 6, 2020**

1. Meeting Called to Order at 8:36 am, Held virtually on Zoom meeting platform
	1. Roll Call: Quorum Reached
	2. Attendees:
		1. President – Courtney Whitzel
		2. Vice President – Dawn Steph
		3. Secretary – Amy Carlson
		4. Co-Treasurer – Cara Heger
		5. Co-Treasurer – Tara Boening
		6. VIPS – Lindsey Duke
		7. Co-Fundraising – Jennifer Venghaus
		8. Co-Fundraising – Angelle Begnaud
		9. Co-Fundraising – Amanda Hermes
		10. Co-Historian – Lezlie Reeves
		11. Co-Historian – Kristen Mann
		12. Co-Spirit – Courtney Abbott
		13. Co-Spirit – LauraLynn Crawford
		14. Co-Spirit – Shelli Blazar
		15. Field Trip Coordinator – Laura Peart
		16. Room Mom Coordinator – Katie Scott (absent)
		17. Co-Hospitality – Kim Arriaga
		18. Co-Hospitality – Mandi Leary
	3. Handouts

Meeting Agenda was emailed out to all board members prior to the meeting

1. Meeting Minutes
	1. Motion to approve the April 1st meeting minutes by Lindsey Duke, seconded by Jennifer Venghaus on GroupMe app on 4/18, approved by 12 other board members, minutes posted to FOH website on 4/20
2. President Updates
	1. Election ballets to come for 2020-2021 school year board as follows: President – Dawn Steph, Vice President – Melissa Morse, Secretary – Jennifer Bayes, Room Mom/Field Trip Coordinator – VACANT, VIPS – Lindsey Duke, Fundraising – Jamey Lebsack, Heather Schomburg, and Angelle Begnaud, Spirit – Somer Brown, LauraLynn Crawford, and Courtney Abbott, Treasurers – Stephanie Woodell and Tara Boening, Hospitality – Amy Carlson and Jordan Schupbach, Historians – Melissa Doty and Melissa Leonard. Committee leads for 2020 are: Sara Blackard – Sweetheart Dance, Karen Trapp (had already been shadowing Laura paisley for taking over) – Field Day, and Sonapolooza is open – still needs a chair. Board bylaws will be amended if board roles are not filled for the new board in June. Discussed the possibility of purchases with the remaining funds raised during this school year – Huggins sign, landscaping, etc. In the past, we’ve also discussed purchasing more laptops, getting a cover for the playground, and also a new track. Lindsey Duke to look around for school front landscaping quotes, and Dawn Steph to get a new quote for the school sign since last one has expired. We will ask Mrs. Cunningham for purchase suggestions too. Submit a Google or Word document to Dawn by June 4th (last day of school) of your role on the board, important contacts, etc. for the new board members to use going forward. Please clean up your FOH email accounts, change the contact info to Dawn Steph (for the incoming board members so she can keep up with the account) and return the password to Hounds01 when you have completed your FOH role for this school year.
3. Vice President Updates
	1. Send any posts or updates for social media posting to Dawn. Ballots for the upcoming FOH board elections are normally passed out at the April open meeting. Since we were not able to hold that meeting last month, Dawn will create a ballot and post on the FOH website and Facebook page. 2020-2021 FOH board voting will be all online this year. All school supply kits for next year have been approved (cut down and all less than $60), and the link to order will be posted soon. School supply kits will be shipped to students’ homes. Deadline to order will be posted with link – should be mid-June. FOH will order a few extra kits for each grade level.
4. Treasurer Updates
	1. Current bank balance at $103,401.56. Amount left to spend this year because of cancelled field trips and events – approximately $35,000. New fiscal year starts July 1st, 2020.
5. Hospitality Updates
6. A. Teacher appreciation week and parade – Mandi to take pictures at parade and teacher lunch today. No extra help is needed.
7. VIPS Updates
	1. April and May Volunteer of the Month – will not have one.
8. Historian Updates

A. Plenty of quarantine pictures have been received for the yearbook. Historians will inform us if they need anything else through GroupMe app. They are working on a way to have teachers do their class page proofing online – they do have some proofs back from teachers from before quarantine.

1. Fundraising Updates
	1. There is discussion of an online auction or other fundraising means prior to school starting back up. Email has been sent to Mrs. Cunningham – just waiting to hear back from her. Waiting on guidance from Mrs. Cunningham and school district before proceeding any further.
2. Adjourned at 9:23 am, Motion to close by Dawn Steph, seconded by Courtney Whitzel