

## Mason School Club Meeting Agenda

Meeting Date: October 2, 2025

Meeting Location: MES Multipurpose Room

In attendance: Danielle, Kristen, Tanya, Cheyenne, Lauren, Jaclyn, Kim, Jen, Teresa, Tracey

1. Call To Order
2. Minutes: September minutes approved
3. Principal's Report
  - a. Upcoming: Karate fundraiser, Movie night fundraiser
4. Nurse's Report
  - a. Danielle brought painted pots to show as a sample idea for the craft fair. Will purchase terracotta pots and get fabric for storage. She also will have more plant babies for the craft fair. She will need soil and pots to transfer. Lauren and Kim have plastic pots to give.
5. Officer's Reports
  - a. President
    - i. Jewel Heist: Defer to Week of Thanksgiving, 11/24. Ideas to have raffle baskets or silent auction or craft station for kids during event. Plan to have food ie: Pizza. Jen volunteered to help plan with Tanya.
  - b. Vice-President
  - c. Secretary
    - i. Staff Forms/Teacher Requests have been returned with only few that has not been received. Kim plans to draft a list and share with club for any donations and plan to purchase the rest.
  - d. Treasurer
    - i. Monthly Report
      1. Bake Sale Profit \$494
      2. Fall Fest- Budget \$300 Spent \$328.95
      3. Craft Fair- Budget \$700 Spent \$207.11
  - e. Fundraising Coordinator
    - i. Soup Fundraiser- Online orders total profit: \$3123 + order forms that have not been turned in. Fundraiser ends 10/9
    - ii. Yearbook- Total sales: 7; 5th grade will have complementary yearbook, refund those 5th graders who have already paid/ordered
    - iii. House and School Apparel- Ready to go, finalize with Kelly
  - f. Marketing + Public Relations Administrator
6. Open discussion with Community or Staff Members
7. Committee Reports

- a. Holiday Craft Fair- 12/17 +12/18, Kim and Lauren put together craft kits and sign ups. Passed out craft kits to those who volunteered. Plan for 1 hour for each grade to shop since there will be more personalization stations also to include wrapping station. Teresa to put together a budget sheet to send home with students prior to craft fair. Idea for 2 cash boxes for check out. Kim and Lauren to put together a handout for personalized items with pictures to show to students prior to fair.
  - b. Fall Festival- everything has been purchased, instructions set to Alexcina and approved, All set and ready. Kim to email candy donation reminders 1 week prior.
- 8. Old Business
  - a. Playground Updates- New net arrived but missing a lead. Will have to send back and await arrival.
  - b. Open House/Bake Sale Takeaways- none
- 9. New Business
  - a. Parent Teacher Conference Brunch- Budgeted \$100, Lauren to purchase food from Sam's Club (same as last year with same amounts)
  - b. School Club Website Revision -Spoke with Heidi, anything that we want to change can be done via Heidi. Kim to work on revision.
- 10. Announcements
  - a. Next Meeting Date: November 6, 2025
- 11. Adjournment