

Mason School Club Meeting Minutes

Meeting Date: 3/7/2024

Meeting Location: MES Preschool Classroom

Attendance: Danielle Carrier, Amanda Cannon, Lauren Arel, Tracey Wood, Kate Norman, Kate Spear, Teresa Tramontozzi, Courtney Landry, Tanya Chesnell

1. Call To Order
2. Minutes: Approval of Last Month's- Minutes were approved
3. Officers Reports
 - a. Treasurer's Report: Approved
 - i. Going forward, treasurer reports will continue to be printed and brought to meetings.
 - ii. Discussion was made to get a volunteer to audit the school club account.
4. Committee Reports
 - a. Dance Committee
 - i. Profit was made, despite many left over food items. Lauren and Amanda are storing the extras at home, but they will be reused in a future event later this year.
 - ii. There was some confusion over the tickets and the payment, so next year things will be done differently. There will possibly be options from early on to purchase meals ahead of time, and then a la carte items of non perishable snacks can be offered a la carte for purchase with cash.
 - iii. The school spent \$100 on decor from the student fund. We can add this to our budget, or the school can continue to fun that.
 - iv. There was a lot of positive feedback on the event, and it was a great fundraiser as well.
 - b. Spirit Week
 - i. Outreach Program:
 1. Kate Spear is still waiting to hear back from Shiri Spear regarding availability. We will book something in the meantime and have both if Shiri's dates work.
 2. A dog trainer that had an appearance at the Townsend Library was mentioned, this could be investigated for next year.
 3. First choice is Blue Ocean Society (estimated \$600-700), second choice is a nature's classroom program (which is estimated at \$400, the program will be picked by Danielle) and Steve Blunt (estimated at \$300) if he is available.
 - a. May 28th works for nature's classroom day.

- ii. Bike rodeo
 - 1. Courtney has everything for the course stored away
 - 2. Coloring stations to be omitted in favor of more biking.
 - 3. We will need to have this on a good weather day
 - iii. June 3rd or 4th is field day (best weather day)
 - iv. Step-Up Day is on June 6th (in the AM)
 - b. Craft Fair Committee
 - i. No updates as of now, the committee has to gather and discuss.
 - ii. Need to figure out if it will open to the public, and if so, where will it be held?
 - iii. Can a SquareOne Art fundraiser alongside Mrs. Hoffman be worked into this, or would that be something separate? It could also be done for Mother's Day, or any other time.
 - c. Staff Appreciation Committee
 - i. Theme will be changed to Taylor Swift
 - ii. Budget will be approved after catering research has been done. Previous years it was about \$500-600.
 - iii. Kate Spear dropped of staff questionnaires to learn more about staff interests, they haven't been picked up yet.
- 5. School Staff Report
 - a. May 30th is Music and Art Family Night
 - i. The School Club can host a bake sale, popcorn, and sell leftover juice boxes from the dance.
 - ii. Possibility of having families pay \$20-30 to paint a ceiling tile to be placed somewhere in the school.
 - b. All school yearbook
 - i. Currently only for 5th grade
 - ii. Advertisements for fundraising
 - iii. Need to navigate students who don't want pictures taken
- 6. Old Business
 - a. Restructuring Proposal
 - i. By-laws
 - 1. Kate spear looked into the legal documents and files for the club. It is considered an unincorporated non-profit, so we need to reword the proposal. Once it has been adjusted, it will be brought to April's meeting for approval.
 - ii. Appointment of Officers
 - 1. President: Amanda Cannon
 - 2. Vice President: Tanya Chesnell
 - 3. Secretary: Kim Manning

4. Treasurer: Kate Spear
 5. Deputy Treasurer: Teresa Tramontozzi
 6. Fundraising Coordinator: Lauren Arel
 7. Marketing and Public Relations Administrator: Kate Norman
 - iii. Voting for Officers
 1. All officers unanimously approved
7. New Business
 - a. Graduation Committee
 - i. Kate Spear, Kate Norman, and Courtney would like to be in charge of this
 - ii. Items needed include: cupcakes, water, tablecloths, and napkins (the theme will be blue and white)
 - iii. There are 17 - 5th graders, and 9 graduating preschoolers, cupcakes will be needed for siblings and parents as well.
 - iv. There is a nut allergy. Bite me cupcakes are a safe bet, otherwise check with Danielle.
 - b. Suggestion box:
 - i. To be created by Kate Norman
 - ii. Pick up will be done before meetings by Marketing and PR Admin
 - c. Anonymous Suggestion link
 - i. To be created by Kate Spear and added to website
 - ii. The Secretary will be in charge of checking this and bringing points to the meeting.
8. Staff Requests: None currently
9. Announcements
 - a. Next Meeting Date: April 4th, 2024
10. Adjournment

**Feel free to contact us with any questions or concerns at
masonschoollclub@sau89.org**