

Mason School Club Meeting Minutes

Meeting Date: 4/11/2024

Meeting Location: MES Preschool Classroom

Attendance: Danielle Carrier-Fischer, Kristen Kivela, Alexcina Rosseau, Amanda Cannon, Lauren Arel, Kate Norman, Kate Spear, Teresa Tramontozzi, Tanya Chesnell

1. Call To Order
2. Minutes: Approval of Last Month's- Minutes were approved
3. Officers Reports
 - a. Presidents discussion points
 - i. None
 - b. Vice-President's discussion points
 - i. None
 - c. Treasurer's report
 - i. The report was delivered, with a current balance of \$5,334.98.
 1. Recent deposits included additional popcorn sales.
 2. Recent debits included the Audobon Society fee for Spirit Week.
 - ii. It was requested that previous events and event expenses be recorded for future reference
 1. Discussion points were discussed over keeping a balance versus spending the balance, with the final decision being that donations are made with the intention of being spent on the children, so the club shouldn't keep a large running balance in the account.
 - iii. With recent fundraising events, the club's balance is now higher than typical, and discussions were made in regards to how the club would spend the money.
 1. Staff Appreciation Week is quickly approaching, expenses will arise during this event.
 2. Previously, the club had gifted each of the teachers \$100 gift cards for classroom expenses. Although lists and monthly teacher gifts were discussed, gift cards both at the beginning and midway through the year would give the teachers flexibility for the time-sensitive items required for their classrooms.
 - iv. It was decided that in efforts for more transparency from the club, the Secretary's duties will include drafting a statement three times a year with announcements, updates on donations, and the summary of the club's activity.
 1. The timeline of this statement can be coordinated and sent home alongside report cards.

d. Fundraising Coordinator's discussion points

- i. Discussion was made regarding the fundraising goals of the club, and it was clarified that the club is limited by the IRS to keep ALL receipts to/from the club under \$25,000.
 1. Bigger donations and purchases must be coordinated through the school directly.
- ii. Yearbook
 1. A committee will be formed, and Alexcina will pass over a list of what needs to be accomplished. Once research has been done on the logistics of this task, the club will vote on whether or not we wish to take this project on next year.
 - a. This large project needs to begin in the summer for the following year.
 2. A yearbook company based in New Jersey offers books for \$10/book for softcovers, and \$17/book for hardcovers. (Based on a quantity of 50)
 - a. Amanda will inquire with her husband to see if there are connections he has for printing books.
 - b. Samples will be coming soon.
 3. The goal would be to gift yearbooks to the 5th grade classroom, and the library, and other students could purchase the books.
 4. Logistics need to be considered and investigated:
 - a. O'Connor's needs to send large enough school portraits for printing.
 - b. Parents can pay for a message and baby photos to be included.
 - c. Local advertisements can be included.
 - d. Photo permissions forms will need to be sent out to families through the School Club
 - e. Instead of (or in addition to) extra-curriculars, House Assemblies and School events would need to be photographed by volunteers and all students would need to be accounted for in order to include everyone.
 - i. Parent volunteers could be assigned per grade and event, but this would need some coordination.

e. Marketing and Public Relations Administration discussion points

- i. Not addressed

4. Principals Points

- a. 4/5 Grade field trip bus expenses \$768.75
 - i. Approved
 - b. State Breakfast Funds
 - i. Treasurer to give a check to the school.
5. Old Business
- a. Restructuring Proposal
 - i. Kate Spear presented the updated Preamble and Constitution were presented for review and approval.
 - 1. Time was needed to properly review the new documents.
 - a. Voting and signing of the Preamble and Constitution will occur at the May meeting.
 - b. Music + Art Family Night food sale (May 30th)
 - i. Form Committee
 - 1. Due to time constraints, a committee will be formed through other modes of communication and can be followed up on.
 - ii. Ceiling Tile Follow-up (Fundraising Coordinator)
 - 1. There aren't enough removable tiles, so this will continue to be something only the 5th grade does.
 - 2. Alternatives:
 - a. Garden pavers
 - b. Customizing the proposed playground additions (see staff requests)
 - iii. This event can serve as the club's "soft launch" with a "hard launch" occurring at the beginning of next school year.
 - 1. Flyers
 - a. About Us
 - b. Goals
 - c. What we have done in the past
 - 2. Baked goods with donations accepted.
6. New Business
- a. Staff discussion points
 - i. Alexcina Rosseau
 - 1. 2024 Fall Festival
 - a. Due to running out of meeting time, Alexcina will send an informational email to the club within the coming days that can be discussed at the May meeting.
 - b. MESC Website tab
 - i. Re-brand

1. Committee and further discussion on this will need to wait for the Constitution and Preamble to be approved.
 - a. This can be introduced in the beginning of next year, along with the “hard launch” of the restructured club and a newsletter.
 - c. MESC Event Calendar
 - i. Additions/Changes need to be reviewed further at the May meeting
7. Committee Reports
 - a. Spirit Week (June 3-11)
 - i. Updates
 1. Schedule of Events
 - a. Danielle handed out a draft schedule.
 - i. Luigi’s italian ices will need to be purchased and brought the Chef Lyn by 5/31
 - ii. MSC to supply popcorn and water.
 1. If we make our own, start at the beginning of the school day on 6/5 or 6/7 for movie day (weather dependent).
 - a. It can be bagged by school club, or brought in large containers to each teacher to be bagged for the class.
 2. The other option is to buy popcorn at Market Basket, but labels would need to be brought to Danielle for approval, and it would still need to be bagged.
 3. We will need bags, popcorn supplies, and water.
 2. Monday 6/10 (Open Day)
 - a. Shiri Spear not available
 - b. Mason History Day (Wolf Rock, Town Pound, historical buildings, etc.)
 - c. Planting Garden Bulbs
 3. Budget approval for bingo prizes
 - a. Not discussed
 - b. Craft Fair (December 2025)
 - i. To be discussed at May meeting.
 - c. Graduation Committee (June 12th)
 - i. To be discussed at May meeting.

- d. Staff Appreciation Committee
 - i. Committee met after the meeting and will be sending out information and sign-ups through other methods of communication in the following days.
- 8. Additional time for discussion
 - a. Staff/member requests (from box/link)
 - i. Ice Coffee Bar
 - 1. Yearly sign-up with one parent per week was suggested, staff said they would be happy with K Cups, syrup pumps, etc.
 - ii. Playground Equipment
 - 1. Can be used as a fundraiser with \$5-10 engraving/wood burning.
 - a. Stepping Stumps
 - i. Lauren Arel's uncle is a logger, possibly could
 - b. Zig-zag balance beam
 - c. Picnic Tables
 - i. 4 need to be sanded and repaired
 - ii. 3 need to be completely replaced.
 - iii. Individual classroom/teacher needs were discussed
 - 1. Danielle will receive emails from staff with requests
 - 2. Kate will send a PDF and bulletin to let the staff know to put requests in to Danielle
- 9. Announcements
 - a. Next meeting date: May 2nd, 2024
 - i. Executive Board meeting to discuss missed agenda items: April 18th at 2PM
 - 1. The Executive Board will report discussed items to the club, and bring items needing a vote to the club via electronic communication.
- 10. Adjournment

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