

2018-2019 BASIS Ahwatukee Boosters Board Meeting Minutes



Date: November 8, 2018

Location: Hillside Cafe

Time: 7:00 PM - 8:45 PM

Attendees: Pam, Sonn, Cindy, Phaedra, and Maribeth

Time	Item	Name
	<p>Sonn provided a Profit & Loss Budget vs Actual from 7/1-11/8. She also shared a verbal, accounting summary from the Fright Night Event 10/27. Increase in sales of t-shirts, chili, and pizza/beverage/popcorn sales but broke even in profit due to decrease in vendor table charge and additional pizzas purchased the night of Fright Night.</p> <p>Side note- additional pizzas were not given discount price and correct size was not given from Barros. Pizzas received later than planned from delivery and difficult to sell the extra pizzas. Use a different vendor next year.</p> <p>Transition from Bank of America to Wells Fargo is in final transition stage. B of A account will remain open for limited time to clear checks. Voted to have Sonn, Treasurer, in charge of the Wells Fargo account and to add Pam Bridge, Vice President, to the bank account in order to have two contacts on the Basis Ahwatukee Boosters account. Phaedra motioned the vote and Maribeth 2nd the vote and all present were in favor of adding Pam to the account. (Sonn, Cindy, Pam, Phaedra, and Maribeth) Pam and Sonn will arrange via email to find a time to meet at Wells Fargo for the final paperwork.</p>	<p>Sonn, Treasurer</p>

	<p>Sonn is already pleased with the change to Wells Fargo: better hours, easier deposits, accept coins from school events.</p> <p>In regard to promotional programs that bring in revenue for the school, Fry's is the biggest money maker and lots of potential with Amazon Smile, particularly the program running now with the additional Amazon discount.</p>	
	<p>Talked about a written summary memo/Word doc to be established for every special event to pass on to the next committee heads (red folder concept). Memo will provide details of best practices, vendor details, budget, contacts, and prior advertising used. For example: order less pepperoni pizza and more cheese pizza for Fright Night.</p> <p>Committees (Cindy and Sonn) mentioned that they are also currently creating word docs detailing the accounting, passwords, contacts, etc of their current committees.</p> <p>Maribeth will provide detailed memo on the Fright Night this year to be shared with future committee members.</p>	<p>Pam, Vice President</p>
	<p>Cindy began talking about simplifying the Panda Express menu (getting rid of the ½ & ½ orders) in order to manage the Thursday lunches more effectively.</p> <p>Brainstormed ways to communicate and recruit more volunteers for the lunch program, and specifically, for the Thursday lunches. Suggestions: fliers sent home in backpacks, parent square, facebook, email to Thursday lunch parents -need to reach out to wider audience of parents to recruit volunteers. On flier (2 sided) front to talk about need for lunch volunteers back side to highlight all the things that the Boosters do for Basis Ahwatukee School.</p> <p>Phaedra is going to design a flier next week and approved flier ideas will also be included in the weekly newsletter.</p> <p>Vending machine: no communication from school about the vending machine. Question for school: Could the vending machine only be open during after hours at school?</p>	<p>Cindy, VP Fundraising</p>

	<p>Competition with the snack cards: important for parents to know that the Booster snack cart is \$1.00 and mostly less in cost than the vending machine items.</p> <p>Resolution from the flood day and 13 high school students did not receive their lunch due to early release. Older kids released at 1pm -volunteer had stayed until 2pm to try to locate students and provide them their lunches.</p> <p>Cindy has provided credits to 9th graders who would be getting lunch on Friday, November 9th but instead will be attending the 9th grade field trip and missing lunch that day.</p>	
	<p>Resolved many social media issues and questions after speaking to Mylien, former Boosters President. Phaedra has gained access to the Instagram and Facebook accounts and able to post. Event specifics will be posted on Facebook and general pictures or ideas will be shared on Instagram (logos or general pictures, but no personal pictures).</p> <p>Group discussion on the school's policy on the media release -does that cover the Boosters? How do the Boosters confirm social media releases for students/families?</p> <p>Phaedra described the role of Angie Mansfield, the Booster's email admin. Angie's responsibility to supporting the website is support the website if if the system crashes or is hacked. The email address info@admin is no longer going to Lauren. Board members should be receiving emails specifically directed to their booster email accounts.</p> <p>Admin file: weird file that is the backside of the website. Phaedra had pulled up months worth of emails that defaulted to the admin file and group discussed the prior emails and confirmed most had been answered in regard to lunch or membership questions. General email question: in who is consistently responding to President emails?</p> <p>Pam will reply back to Mr. Kelly's inquiry about volunteers signed up for Science Night (1/25)</p>	<p>Phaedra, VP Communications</p>

	<p>After receiving the updated t-shirt inventory, Phaedra will update the T-shirt inventory on the Boosters website reflecting Fright Night sales and also add a highlighted area on Who are the Boosters and What do the Boosters do for Basis Ahwatukee.</p>	
	<p>Maribeth will check the President's email box weekly for t-shirts sales through Stripe. The buyers will be contacted and t-shirts will be brought to the main office on a Monday and then school will deliver t-shirts to the the student's classroom.</p> <p>Maribeth is going to check on a Chipotle fundraiser (Ray Rd & I-10 location in Chandler) for a fundraiser date of 1/22 or 1/23. Fundraiser can be combined with next General Board Meeting.</p>	<p>Maribeth, Secretary</p>
	<p>Tangent discussion: Continuation of meeting with school 1 or 2 more times at the Tuesday admin meeting at 1pm. Different board members will attend with Pam to discuss specific board issues and bridge communication between boosters and school administration.</p>	<p>Open Discussion</p>
	<p>Teacher Appreciation Meal (Friday, November 14th)- Waffle House Caterer</p> <p>Sonn and Cindy will conference call the Waffle House contact to place order for the breakfast being served on Friday, November 14th. Cindy will help Anna Henderson who is signed up for breakfast set up. Cindy will also contact the Friday volunteers to ask them to check on the coffee and leftover food in the teacher's lounge. Last year there were 77 teachers/staff for the teacher appreciation meals, number needs to be confirmed for this year.</p> <p>Host another teacher appreciation lunch in December. Suggested parent volunteers sign up to bring soups in crockpots. Soup/salad/cookies for future sign up sheet. (12/14 proposed lunch date)</p>	<p>Open Discussion</p>
	<p>Annual Gift Giving Program through Boosters - Holiday \$ for all staff members</p> <p>Boosters will look at prior year's promotional info and start to promote for this year. .</p> <p>There will be a link on the website/newsletter so that families can contribute and their names will be added to each staff member's holiday card. 12/14 will be the</p>	<p>Open Discussion</p>

	<p>deadline and board members will meet to fill out cards and place cash into envelopes to be delivered to school on 12/17.</p>	
	<p>Maribeth will advertise the Friday breakfast on the whiteboard in the teacher's lounge on Tuesday after Veteran's Day.</p> <p>Discussed getting the Directory completed in the near future and Pam will contact Anh for help in regard to the directory.</p> <p>Phaedra will invite a 7th grade BASIS Ahwatukee parent interested in joining the Boosters board to our next board meeting in December.</p>	<p>Open Discussion</p>

Meeting adjourned at 8:45PM