



## BASIS Ahwatukee Executive Board Meeting

Date: August 10, 2026

Location: Melissa's house

Attendees: Melissa Singer Pressman, Allison Hitzeman, Grace Gu, Fadi Hattendorf, Christina Malik, Huyen Le-Fong.

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### **July minutes ratification**

- Approved unanimously.

### **President**

#### 1. Membership update

- 46 members; target: 200+.

#### 2. Events

- Mustang Stampede
  - Friday, August 28.
  - Volunteers needed for setup and cleanup.
    - Setup 4:30PM; cleanup 7:30PM.
    - Melissa and Fadi will attend.
    - Christina will staff the Booster welcome table at 6:00 PM.
    - Ms. Quillan distributed the volunteer signup through the Mustang Memo.
    - NJHS/JHS student volunteers have signed up.
- Teacher Appreciation Week
  - Wednesday, August 26, 5th grade.
  - Donation signup available.
  - Setup: 9:00 AM; Cleanup: 1:30 PM.
  - Fadi and Christina will assist.
- August Coffee Talk
  - Wednesday, August 19, 6PM (Virtual).
  - First meeting for Boosters to introduce members.

#### 3. President Newsletter

- Distributed the first Monday of each month unless conflicting with other communications.

- Include a welcome message for new members.

### **Vice President**

- Welcomed Allison Hitzeman as the new Vice President.

### **Treasurer**

#### 1. Reimbursement Process

- Review reimbursement workflow and payment roles.
- Grace will establish a Zelle account and obtain a new Wells Fargo card.
- Continue current reimbursement form while transitioning toward paperless scanning.
- Establish a regular reimbursement review schedule.

#### 2. Budget

- Apply TechSoup QuickBooks discount (\$80/year).
- Redirect savings to Meet & Greet and Science Night.
- Annual budget approved unanimously.

#### 3. Vendor Accounts & Outstanding Receipts

- Melissa will obtain Panda Express invoice; Fadi will provide vendor contact to resolve double-taxation issue.
- Melissa will request Andy's Frozen Custard invoice from April/May 2026.

#### 4. Cash Deposit Procedures

- Establish procedures for collecting, counting, and depositing Fun Treat cash.

## **Lunch Program**

- Breakfast
  - Continue offering breakfast. No orders were placed last year.
- Hot lunch
  - Hot lunch program began August 10.
  - Fadi will continue requesting Panda Express rewards points.

## **Fundraising**

- Not in attendance
- Events
  - Fun Treats
    - First Fun Treat: Wednesday, August 19. Melissa contacted Bosa.
  - Restaurant Night
    - Native New Yorker fundraiser in August (25% all day).
    - Bahama Bucks fundraiser in September.
    - Melissa Reach out to Costco, Sprouts for events sponsor
    - Fadi will reach out to the lunch vendors for restaurant night discount

## **Communication**

- Christina Malik is our new VP of Communications. Not in attendance.
- Need memos for:
  - Volunteer signup
    - Mustang Stampede (Ms. Quillan)
    - Teacher Appreciation (Melissa)
    - Fun Treats (Lalitha)
  - Teacher appreciation donation.
  - Fundraising events
    - Fun Treats
    - Restaurant Night
- Need to align with Ms Quillan which volunteer signup she'd like to be in charge of.
- Melissa and Christina will coordinate newsletters.

- Christina will manage Instagram and Facebook.

### **Secretary**

- Send out August meeting minutes for board members to review and approve.
- Publish July minutes on Boosters website.

### **School Support Requests**

- No new requests.

### **Upcoming Reminders**

- Annual financial audit scheduled for September.