

**Kingsley Home & School Association
Minutes of the November 16, 2016 General Meeting**

The meeting was held “virtually” by email distribution of documents/reports and email voting.

Members Participating: Amy Armstrong, Tracey Collins, Debbie Erives, Wendy Goettsch, Bridget Hayes, Chris Heinen, Rachel Schneider, Anne Sedore, Sue Vorderer

Exec Board Participating: Miki Thomas, President; Stephanie Simmons, Vice President; Kelly Llewellyn, Treasurer; Steve Schnack, Secretary

Treasurer Report: Kelly Llewellyn

Kelly submitted the financials for August, September, and October 2016.

Secretary’s Report: Steve Schnack

Steve submitted the minutes for the August 2016 Kingsley Home & School General Meeting.

Old Business:

The minutes from the August 2016 Kingsley Home & School General Meeting were presented for approval via email. A motion to approve was made by Steve and seconded by Miki. A quorum of Exec Board and Committee Chairs submitted their votes via email. After a unanimous favorable vote, the motion passed.

The financials for August, September, and October 2016 were presented for approval via email. A motion to approve was made by Steve and seconded by Miki. A quorum of Exec Board and Committee Chairs submitted their votes via email. After a unanimous favorable vote, the motion passed.

New Business: No new business.

Committee Updates:

- Consumer Rewards (Bridget): Box tops has brought in \$211 for this season, with a total of 2,117 box tops received.
- Dining Out Days (Chris/Anne): Q BBQ dining out days made \$131.64 (the check should have been sent to Kingsley). We are in the middle of our Chili’s one, we have Colonial lined up for December 13; flyer will go out after Thanksgiving. Flyers for Dominos will come home the week after Thanksgiving for the recurring first Tuesday of the month event there.
- Friday Fun (Chris): Still working on getting ideas for the January outing.
- Holiday Store (Sue): The email blasts announcement began last week and will continue through the event (Dec. 8th/9th). Our first backpack mailer went home last week. A second and final backpack mailer will go home the Monday after Thanksgiving (the 28th). Signup Genius will be going out shortly. We also have people already signed up via pen/paper. We will reconfirm with the parents via email and remind them to also sign up electronically. Decorations/posters will be put up next week in the front lobby and the usual doors to let the kids know the days/times of the event. Shipment of product will arrive the week of Thanksgiving.
- Spirit Wear (Rachel): The Fall Spiritwear order was delivered last week. According to the vendor, with whom we’ve been working for 2-3 years, this is the most successful sale we’ve had in terms of number

of sales and in profit. We had \$1,642.24 in total sales, with profit of \$273.00 for Home & School. This year we tried something new – incentives for two purchase levels: free Kingsley decal for purchase of 3 items and free Kingsley water bottle for purchase of 5 items. In order for this program to be successful, we were required to purchase those items in bulk (125 decals and 100 bottles) at a cost of \$675.00. (\$4.25 each bottle and \$2.00 each decal). These items were sold in the store for \$10.00 and \$7.00, respectively. The expectation is that we will be able to sell the remaining water bottles and decals at open houses and other school events to recover the initial investment and earn additional funds for Home & School throughout the year. There has been some discussion about having spiritwear for sale all year. Lincoln JHS does this through their own local vendor, although Lincoln’s spiritwear is more expensive. We will investigate costs and report at the next meeting for a discussion of whether this a feasible option for Kingsley.

- Yearbooks (Tracey): we have sold 134 yearbooks so far. That is about half so far. Pretty usual for this point in the year.

Respectfully submitted by Steve Schnack, Secretary.
11/16/16

DRAFT FOR APPROVAL