

## EXECUTIVE BOARD

Erin Shellenberger

President: Ruben Ruiz

Secretary: Suzy Maraboto

Treasurer: Marisa Lopez

Membership: Michiko Furukawa

Historian: Emely Arrellano

School Representatives: Heather Gout, Brenda Goodson, Mrs. Hale

Fundraising Chair: Victoria Saadati

Programs: Mari Contreras

Parliamentarian: Michele Engelbach

Community Events: Veronica Zarate

Parent and Student Representatives

## Executive Board Meeting Minutes

**November 7, 2017**

1). Meeting Called to Order at 7:07 AM Present where Suzy, Heather, Erin, Michelle, Victoria, Brenda, Ruben, Mari, and Mrs. Hale

2). Suzy made motion to file minutes from Oct. 3, 2017 as presented. Motion second by Mrs. Goodson. Discussion, Mrs. Hales wanted to amend minutes to correct typo and remove sentence that states the motion has to be re-stated by the chair under section III. Amendments made, motion was adopted, and minutes filed as amended.

3). Holiday Boutique Update: Holiday boutique will take place during school lunch and after school on Friday Dec 1 and on Saturday Dec 2 from 9-12. It will be winter theme. No Santa. Muffins will be served. Leadership kids will be asked to come help the younger children shop.

4). School Spirit: Sales have been good. More items will have to be order. We are still within the money that was already approved to be release so no new motion needs to be made.

5). Nomination Committee: We need to came a nomination committee selected and approved. Committee needs to constitute of three board members. We have some vacancies. Parliamentarian, membership, Historian, and fundraiser. If other board members can have expressed whether they will be staying or continuing it would be helpful. All positions have to be nominated even if the same people are staying in the position.

6). Axxess Fundraiser: We sold more books these year, over 417. We made \$4,445. Preschool was the group that made the highest sales. After that Sra. Cachu and Mrs. Matthes

7). Fall Harvest: We made approximately what we made last year, \$11,000. We spend more money, but it was a success. People had a great time. Thanks to all our volunteers.

8). Treasurer report: We all have to fill out the whistle blower form. There are some in the drawer in the office for us to pick up and sign. Taxes where completed. They need to be reviewed by the board members. A copy will be made of the taxes a and keep in the office for review.

Regarding deposits, the second signature does not have to be a board member.

Marissa made motion to ratify checks 2832 to 2836 as presented in the August Reconciliation Report. Motion was second by Mrs. Goodson. No discussion. All in favor. Motion adopted. Motion was also made by Marissa to approve spending an additional \$500 for Harvest Festival expenses. Funds to be used from the unallocated funds. Motion second by Suzy. All in favor. Motion adopted.

9) Fundraising. Funds need to be release for Book Fair. Motion will be made tomorrow at general association meeting to release funds for the book fair.

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Ruben brought up adding the Scrip Fundraiser to our fundraisers. He spoke with Hannah from the Middle School and she has a good system going. It would not require much work from volunteers. Option of ordering on line and picking up at school. They provided forms. Motion made by Mrs. Goodson to add Scrip to our fundraisers. Motion second by Suzy Maraboto. One person was not in agreement. We are still finishing up the Harvest Festival and can not possible start a new fundraiser. Everyone else was in favor. Motion was adopted and Scrip was added to the fundraisers. Heather, Brenda, and Alice will go threw list and condense and come up with flyer.

Card-Fundraiser fore the Middle school. We will look at it for the spring.

Dip-n-dots- Also deferred to spring

10). Staff update- CEO needs support. Teachers assigned to it are Bender and Davidson.

11). Future Meetings- Executive and General

12). New Business- Membership Drive. Sra Cachu's class won the highest members enrolled with 150%. Mrs. Goodson won for the middle school with 90%. Admin will dress up as our membership increased. 93% of staff and 80% body. Motion was made to release funds not to exceed \$75 to buy popsicles for the winners by Mrs. Hale. Motion second by Mrs. Goodson. All in favor. Motion adopted.

13). Meeting adjourn at 7:55AM