

# MEETING MINUTES

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## RICHLAND ELEMENTARY F.O.R. Club

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**Date:** September 24, 2018

**Location:** Room 20

**Meeting Called to Order By:** Randi Montoya

**Time:** 6:00 pm.

**Executive Board Attendees:** Randi Montoya; President, Lena Meum; 1st Vice President, Angela Brown; second Vice President, Breena Hope; Secretary, Samantha Mayberry; Treasurer.

**Attendance:** Quorum is present

**Minutes:** Minutes from August 27, 2018 presented and accepted.

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Introductions are made by the board and the quorum.

### Officers' Reports

**President: Randi Montoya**

#### **Pony Pals**

- Adopt a teacher. Bring them little gifts based on their cheat sheet about once a month.
- Michele Marlette is running it.
- Teachers can let parents know about it if they want.
- The pony pal is revealed at volunteer breakfast, however it is not necessary if the Pony Pal doesn't want to be revealed.

#### **Cake Walk**

- Because we are having to file for permits the cake walk will change.
- Randi is getting food handlers card to help with the cake walk.
- The cake decorating contest will be judged Friday and the cakes will be judged,

photographed and sent back so that they are not at the school longer than 4 hours; any more than that a permit would be required.

- The photographs will be displayed in the cake walk room.
- The actual cake walk will be prepackaged cakes.
- If anyone can get donations, please do so.
- A flier will be going out regarding the change and it will have new information .

### **Plant Walk**

- We are having a hard time getting the plant walk going.
- Previous donors have not been willing to donate again.
- Please let the Board know if you have any contacts.
- Ideas thrown out about Lowes and Home Depot.
- Parent offers that Treehouse Succulents may be willing to donate. Dos Gringos in Vista may be a good option.

### **1st Vice President: Lena Meum**

#### **Vendors.**

- Tote bags are on their way and will be available at the Carnival to make it easier for people to purchase things.
- There is space for about 10 more vendors.

### **2nd Vice President: Angela Brown**

#### **Rush Coffee Truck**

- Will be here every Friday.
- They donate 15% back to the school.
- Since kindness is the theme of the year, every customer got a sleeve that was decorated by a Richland student.
- We don't have a report on the profit yet. We will be able to report back after a month and every month following. The numbers will be a monthly thing.
- The first week tends to be the slowest so the owner was a bit concerned because it was so busy this year.

- They will be there for carnival as well.
- The school is clarifying that pastries will be available for purchase based on the Wellness Policy.

### **Halloween Carnival Food Vendors**

- We were reported last year for not having proper permits so we are filing for them to assure we are completely in compliance since the event is longer than 4 hours.
- Because of this, we are making some changes to the food that is available.
- Food has to come out of food truck, which already meets all the requirements, or it has to be prepackaged.
- We are looking at Jersey Mikes prepackaged sandwiches, uncrustables. A parent offered the option of Pure Burger.
- We are asking for a % back, so some vendors are not willing to do so.
- We are looking for a taco truck because Tostilocos and nachos are being cut.
- Marty offers information that ASO had a taco truck. They probably gave a portion back and she will check with them.

### **Raffle**

- Disney tickets are not being donated this year.
- The process for getting donations are changing. It's lengthy and you have to prove you are a non-profit.; however, if the process is started early enough there is an opportunity for about 20 tickets. We will apply next year and use Halloween Carnival for our event to prove we are a non-profit (reaching a specific number of volunteers). This year we will have to buy 2 Disney Tickets. Its a big expense, but a big money maker.
- We are getting Go-Cards from Costco. We are looking at Knotts Berry Farm, and other San Diego attractions. We received 2 apple watches. We will use one for carnival and one for golf tournament. We have a donation from Horn blower cruises. Bucaroff Is giving away a Soft Ball registration. If anyone has connections, please use them.
- Jenny is running the raffle all day.

- We need hands to decorate baskets. We will advertise that help is needed.
- Fliers will be going out next week with information about the baskets.
- The goal is to make each basket full of items with something in common and to make them similar in value to the others.

## **Entertainment**

- we booked a DJ for \$350.
- Jazz dance team will be performing.
- Boy scouts and girl scouts will be presenting and retiring the colors.
- Cheerleaders from Mission Hills will perform.
- Mission hills bands isn't available.
- Dance FX will perform.
- Parent offers that the karate place by cow shed have come to perform and donate in the past, so it may be beneficial to check with them.
- Also the karate studio off of Twin Oaks by champagne nails has come before.
- There are only 2 hours of performances left to fill.
- Dr. Brommer has a fire engine truck that shoots foam. They also donate a bunch of soap samples.
- There will be a costume contest.
- There will be a parade.
- There will be a stage so people can see the performances better.
- Sasha Stone will be grouping kids so they are loud enough. Most likely at 2:30.

**Treasurer: Samantha Mayberry**

### **Movie Night**

- Expenses \$415.67
- Income \$1,209
- Student store profits: \$235
- Total income \$1,028.33

- The biggest expense was the movie night, but there is no way around that.
- We own our screen and are hoping to buy a projector.
- There will be at least one more movie night at the end of the year.

## **Committee Reports**

### **Teachers report: Kim Klimas**

- Mrs. Stevens needs 2-3 people to help with costume drive.
- The board agrees that she can handle cash so she doesn't need to find a volunteer/board member to do that.
- Michelle is in charge.
- Questions if Michelle will be handing out the thank you cards from the teachers. The board will discuss this and report back.

### **Yearbook: Jennifer Long**

- Jen and Vanessa Rojas are working on yearbook this year.
- Are designing fliers to be sent out.
- Yearbooks can be ordered at any time in soft cover and hard cover at - [yearbookcenter.com](http://yearbookcenter.com); however, they be sent out until the end of the year.
- This year there is a digital name imprint option. Child's name will be printed on the front of the book.
- Early bird pricing from now until December 22: \$18 for the soft cover only. From December 22- March 1st: \$20. \$25 onsite and there will be extras.
- Hard cover is only available online and at \$30.
- Asking everyone to upload photos on E-share. There is a form when uploading to fill out the name and phone number of person uploading and who the students are and what the event being photographed is. If there is an event with multiple students, then input various students. The goal is to get students represented in a fair and equal way. This only works if as many parents as possible are sending in photos of children. If you are here for any event on campus or things like whacky Wednesday or dine-outs then snap a picture and upload it.

### **Room Parents: Heidi Slack**

- Heidi is the point of contact.
- Denise is stepped down.
- Parents are responsible to find easy ups; however, if anyone has one they would be

willing to let us use for the day, please let us know. Room parents also do the decorations.

- Julie approved Friday's cleaning of the shed. The board will be going through the shed trying to figure out what we have/what we need/what will go where. If anyone wants to volunteer, please do so.
- Room parents ask about decorations stating that the directions say to make a sign but some of them already have them pre-made. The board will check on that on Friday.
- If you are a room parent you shouldn't sign up for a lot of other things and your main job is to get volunteers. Booth will be shut down if there are not enough volunteers.
- If having trouble getting enough volunteers, talk to Heidi. She will be talking to AVID. AVID can be the 2nd person on most booths except inflatable slide/obstacle course. Their insurance states that there has to be 2 adults supervising at all times.
- A parent's sister will be coming down will Chula Vista High School and will be coming down with her track students for volunteers.
- As 5th graders do haunted house, can some class other than 4th grade do the tours?

### **Old Business**

- Voted, approved and communicated by the board that Mrs. Stevens can handle cash during the costume drive.

### **New Business/Agenda**

- Discuss who will be handling "Thank you" cards from the teachers to the Pony Pals.
- Discuss option of Dr. Brommers
- Discuss option for a sign for the Golf Tournament so more people are aware of it.

### **Action Items**

- Get information from Marty about the Taco Truck that was used at ASO (Angela)
- Go through shed. Make sure things are in working order. Check on the signs and what is needed for each booth. (Board)
- Contact Treehouse Succulents and Dos Gringos for plant donations (Samantha)
- Send out fliers regarding the haunted house on Tuesday to go in the Wednesday envelope (Randi)
- Send out fliers with information about baskets non next Wednesday envelope. (Randi)

## **Discussion**

### **Water wheel**

- Last year this had a lot of issues. Not inflated in time and opened late last year. We need to check the blowers to make sure it works. Also make sure there are no holes.
- Samantha is the point person.
- It will be set up 2 days before to make sure there are not issues.
- A liability form sign needs to be signed so adults need to be there.

### **Room Parents**

- Joyce, Menchaca and Faulkner do not have room parents.
  - Alberto signs up as room parent for Monroe.
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**Meeting Adjournment:** 6:55 pm.

**Minutes Compiled by:** Breena Hope