



**2017-2018 SJCS HSA  
Board Meeting Minutes  
November 2, 2017 8:00 a.m.**

**Location of Meeting**

Parish Hall  
3619 Toledo Road  
Jacksonville, FL 32212

**Present at Meeting**

Sherri Worman, Susan Madden, Beth Porkert, Mike Huttenlocher, Humberto Osorno, Elsa Osorno, Brian Wheeler, Helena Parola

**The regular meeting of the Home and School Board of San Jose Catholic School was called to order at: 8:05 a.m. Thursday, November 2, 2017 at the Parish Hall by Sherri Worman.**

**Prayer to start meeting:** Led by Brian Wheeler

**Agenda and Minutes**

The agenda for the meeting was electronically distributed among the members and is attached to these minutes. A motion to approve the September and October meeting minutes was made by Beth Porkert and seconded by Mike Huttenlocher. The minutes were approved.

**Principal's Report:**

Brian Wheeler reported that two students have left the school reducing enrollment to 441 students.

Brian has also mentioned that communication needs to get out through the HR parents about donations sent into the teachers. Parents need to be identified on the contribution log that the teachers hold to get credit for hours. Some grades are currently not showing any contributions.

Brian has heard from the Parish that Fall Festival clean-up was not up to standard. In previous years, HSA has hired two of the school maintenance gentlemen to clean up (volunteers were still required to help with clean-up to reduce the cost of hiring the maintenance crew). The hires need to be set up prior to the event and HSA reimburses the school through Donna. This adds about \$150-\$200 to the expenses.

## **Treasurer's Report**

Sherri Worman stated that the HSA balance is at \$23K. Fall Festival revenue was \$24,127 and the expenses were \$11,243 to date. This does not include the expenses for the Friday set-up child care provided for the set-up volunteers. The deadline for expenses was 10 days after the event.

### **Review of Old Business:**

Fall Festival had a good turnout with possible net revenues of \$12K. This is higher than normal as we used to average around \$6K prior to 2016 which was a banner year with net revenues near \$11K. This raises the question on whether to concentrate on making this event a fundraiser or a community relations event. There are concerns with rising costs to families for the event which will reduce attendance. Brian Wheeler suggested that we get a corporate sponsor to defray some of the costs – partnering with 1-2 institutions to possibly remove about \$5K from the families. Mike Huttenlocher mentioned the difficulty in getting sponsors for religious areas or private schools. Brian told us about the Council of Catholic Academics (CCA) which was created to raise awareness of Catholic schools – not only for enrollment but for fundraising. There is a possibility that this council might help with fundraising in the future. CCA will take out ads in January for Catholic Schools week and will be viewing our schools during that week. Michelle Chaffin's idea about adding parking spaces for sponsors was well received. Brian is still attempting to get an alumni list. Beth suggested that we start a Survey Monkey to get feedback on the Fall Festival. We received feedback on the poor lighting. We are somewhat limited on lighting by our current electrical capacity. Generators were discussed as a possible solution. A discussion about premium bands for premium rides for sponsors was mentioned. If this is done, we would need to reduce the cost of the regular bands. Questions were raised on how St. Joseph's and St. Paul's handle costs and sponsorship. No one was assigned for follow-up on this.

Campus Beautification and Red Room clean-up were great!

### **Review of New Business:**

Spring Fling date change was discussed our Spring Fling date and the Bishop Kenny Auction currently scheduled for the same date. Brian will set the date with Veronica Bolado. She has recommended the first week in May.

The website is live for the Golf Tournament and we have an anonymous title sponsor. Firehouse and 4 Rivers have agreed to donate all the food for the event. Mike Huttenlocher and Sherri Worman are scheduled to meet with San Jose Country Club on 11/2 to review the layout of the clubhouse. The golf committee is meeting every Sunday from now until the tournament date to keep things moving in a positive direction. Kara Heer is in charge of registration.

Donor Letters – Jeanette Yates has a list of donors from the Fall Festival. Letters will be going out within 20 days over Brian's signature.

By-Law Revisions were discussed by Sherri Worman. Some of the changes include:

- Adding the Communications Director position – There is a question if Part C (Update the

HSA social media platform as needed) falls under the role of Communication Director or Carol Turner who now uploads HSA information on the school website. Possible reversion of this responsibility to the Communications Director.

- Deleted the Fundraising and Hospitality Chair – made these areas the responsibilities of the President (for hospitality) and Vice-President (for fundraising), with the option to appoint a chair if needed.
- Public Relations/Graphic Design/Presentations – we don't currently utilize these positions but they remain in By-Laws for consideration by future presidents.
- Brian requested that we run these changes through the School Board.

A suggestion was made to have a timeline for event chairs to ensure things were completed in a timely manner. Brian mentioned that Carol Turner had just provided to him an outline that covers this. He will share with Sherri.

#### **Upcoming Events were discussed as follows:**

Mother/Son Event is being postponed until the spring. There is currently no chair for this event.

Spirit Wear – a flyer is to go out in November 3<sup>rd</sup> Friday folder.

Teacher treat is scheduled for November 3<sup>rd</sup>. Breakfast is on the menu. Brian reminded everyone that the teachers need to be informed so they can plan their day accordingly.

Nikki Hawkins is working on the licensing for Movie Night, which is scheduled for the weekend before Thanksgiving. Still questioning whether to have two age-appropriate movies. Jim is providing the equipment for the event and pizza and popcorn are on the menu. A flyer and pre-order forms will be going out next week.

Santa has stepped forward to volunteer his services for Santa's Workshop.

Mother/Daughter event will be Yes, You Canvas! (YYC). The event is scheduled for Sunday, January 21, 2018 and will be held at the Parish Hall. YYC owner will set up tables. A social area will also be set up away from the painting tables. Volunteers will be needed for set-up and clean-up. Since the event is for all levels of students, the painting will be a kid's painting. Helena Parola brought up the possibility of charging participants \$1 extra over the YYC cost per person to help defray costs. This was approved as this event is seen as a social event, not a fundraiser. An invoice is needed from YYC to request the deposit payment from Donna. This should be done before Christmas. The enrollment for this event will remain open until Friday, January 12<sup>th</sup>. Flyers will be sent out December 1<sup>st</sup>. Parents will also be able to go out to the website to get the submission form.

Brian Wheeler has recommended that the chairs of events bring a friend to their events to recruit folks as possible replacements.

**Time of Next Meeting:**

The next meeting will be held on Thursday December 7th at 8:00 a.m. in the Parish Hall.

**The meeting was adjourned at 9:08 by Sherri Worman**



### 2017-2018 SJCS HSA Board Meeting Agenda

Meeting Date: November 2, 2017

Meeting Time: 8:00AM

Opening Prayer	Brian Wheeler
Approval of Sept/Oct Minutes	Sherri Worman
Principal's Report	Brian Wheeler
Treasurer's Report	Tina Wright

#### OLD BUSINESS

- Fall Festival recap - Sherri
- Campus Beautification/Red Room Clean-up: Oct. 14<sup>th</sup> – Kameron Branon/Maile Dooley

#### NEW BUSINESS

- **Spring Fling schedule change discussion** – Brian Wheeler
- **Donor Letters** – Sherri Worman
- **By-Law Revisions** – Sherri Worman
- **Development of an event timeline for chairs** – Sherri Worman
- **Mother/Son Event rescheduled** – Sherri Worman
- **Fundraising Events:**
  - Golf Tournament: Dec. 4<sup>th</sup> – Mike Huttenlocher/Kara Heer/Kate Davis
  - TaxSlayer Bowl Ticket Drive – Celia Nass
  - TPC Ticket Drive: Nov. 1<sup>st</sup> – Adriana Shoemaker
  - Box Tops
  - Spirit Wear: Kellie Huttenlocher
- **Special Events:**
  - Teacher Treat: Nov. 3<sup>rd</sup> & Dec. 1<sup>st</sup> – Jenny Spinelli/Kati Sowada
  - Family Movie Night: Nov. 17<sup>th</sup> – Nikki Hawkins
  - Santa's Workshop (Pre-k 2, 3,4 & K): Dec. 14<sup>th</sup> – Lucia Allen
  - Mother/Daughter Event – Jan. 21 – Helena Parola
  - Family Bingo Night – Jan. 26<sup>th</sup> – Beth Porkert

#### NEW OPPORTUNITIES/IDEAS/SUGGESTIONS