



**2017-2018 SJCS HSA
Board Meeting Minutes
October 5, 2017 8:00 a.m.**

Location of Meeting

Parish Hall
3619 Toledo Road
Jacksonville, FL 32212

Present at Meeting

Michelle Chaffin, Tina Wright, Susan Madden, Mike Huttenlocher, Beth Porkert, Veronica Bolado, Amanda Sleiman, Humberto Osorno, Elsa Osorno, Brian Wheeler

The regular meeting of the Home and School Board of San Jose Catholic School was called to order at: 8:05 a.m. Thursday, October 5, 2017 at the Parish Hall by Michelle Chaffin.

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.

Review of Old Business:

Michelle Chaffin reported that the Junior High Dance went well. (As a side note, the Halloween dance will be a church event.)

Susan Madden reported that the documents were currently not loaded. Tina expressed concerns that the documents weren't loaded with Fall Festival just three weeks away. Brian Wheeler requested that the documents be loaded by the end of the day.

Review of New Business:

There was a discussion on RenWeb and the use of the drop-down box since it doesn't cover all

activities. Parents are instructed to use the best fitting description and make a comment in the notes section.

A further discussion was had regarding gift cards by Brian Wheeler. Teachers will have a collection log for parents to fill out if they are sending in items for the classroom to provide service hours. A receipt from the parents would be appreciated.

Upcoming Events were discussed as follows:

- Fall Festival – discussion covered items for the current fall festival as well as possible changes for future festivals
 - Color coded tickets will be distributed for the bungee jump, spiro, and rock wall. Due to the popularity of the bungee jump a discussion with the vendor was had to determine the number of customers an hour that the ride can accommodate. The tickets sold will be stopped at that limit. Is there a possibility to add a second bungee jump to increase the opportunity to not run out of time and to increase sales? This will be a future fall festival discussion as it is too late to add another jump for this festival.
 - Brian brought up the possibility of having greater sponsorship of the event through tables and eventually have family-sponsored individual events (inflatables, spiro, bungee jump, etc). Tina responded that we needed to treat the sponsors better if we did this. Her experience over a couple of years was that her table was not available one year and another year she had to track down her own sponsorship gift of a plate. The lack of tables was also raised by Beth. Veronica recommended a concierge for the tables. Per Brian, this is a HSA event and we all need to get behind it, not just the chair and crew, to solve these issues for future events. A discussion was had regarding placement of the sponsorship tables and a need to move them to new location or have different bands.
 - Orange netting around the perimeter was discussed as well as two police officers to work the event and volunteer their time.
 - Ainsley Edwards was asking if she can sell her leather items at the event, potential locations were discussed.
- Golf – Mike Huttenlocher – The team has been meeting every two weeks. He hasn't heard back from previous sponsors. He is trying to entice new sponsors – including Spring Fest sponsors. He has also changed the schedule to increase interest. The roll time has been switched to 11:30 from 12:00. First save-the-date flyer is to go out in this Friday folder and it is also on the website. Four Rivers and Firehouse have been mentioned for caterers. He will create a list for volunteer requirements this week.
- Boxtops are due tomorrow
- Spirit Wear – we are still waiting for Coach Bergin's feedback.

- Mother/Son event still doesn't have a coordinator so Michelle and Sherri are taking it over with Michelle doing the marketing. The skating rink was mentioned as a possible venue
- Father/Son event – Brian mentioned the possibility of going to a hockey game
- Family Movie Night – Nikki is looking for direction
- Santa's Workshop – the invoice for the train was received
- Red Room – sign up genius was sent out to clean out the room and is being aligned with the Campus Beautification

Time of Next Meeting:

The next meeting will be held on Thursday November 2nd at 8:00 a.m. in the Parish Hall.

The meeting was adjourned at 9:10 by Michelle Chaffin



2017-2018 SJCS HSA Board Meeting Agenda

Meeting Date: October 5, 2017

Meeting Time: 8:00AM

Opening Prayer	Brian Wheeler
Approval of September Minutes	Michelle Chaffin
Principal's Report	Brian Wheeler
Treasurer's Report	Tina Wright

OLD BUSINESS

- Jr. High School Dance: Sept. 23rd – Maile Dooley
- HSA Documents on website - Susan Madden

NEW BUSINESS

- **Spring Fling schedule change discussion** – Brian Wheeler
- **Fundraising Events:**
 - Fall Festival: Oct 20th – Amanda Sleiman/Michelle Chaffin
 - Golf Tournament: Dec. 4th – Mike Huttenlocher/Kara Heer/Kate Davis
 - TaxSlayer Bowl Ticket Drive – Celia Nass
 - TPC Ticket Drive: Nov. 1st – Adriana Shoemaker
 - Box Tops
 - Spirit Wear: Kellie Huttenlocher
- **Special Events:**
 - Family Bingo Night: September 15th - Beth Porkert
 - Jr. High School Dance: Sept. 23rd – Maile Dooley
 - Teacher Treat: Nov. 3rd & Dec. 1st
 - Mother/Son Outing: Nov. 4th
 - Family Movie Night: Nov. 17th – Nikki Hawkins
 - Santa's Workshop (Pre-k 2, 3,4 & K): Dec. 14th
- **School Projects:**
 - Campus Beautification/Red Room Clean-up: Oct. 14th – Kameron Branon/Maile Dooley

NEW OPPORTUNITIES/IDEAS/SUGGESTIONS