

**Meeting Minutes – January 11, 2023 – 6:00 PM**

1. Attendees: Jamie Farber, Kendra Reinoehl, Theresa Sacharski, Amber McCarthy, Katie Prince, Meg Shier, Rebekah Spoelhof, Colleen Fuelling, Carmen Bieske, Amanda Tank
2. Newsletter
	1. Add what we’ve funded to the bottom
3. Fun ideas from Pine Ridge
	1. Me and My Dad Breakfast
	2. Literacy Day
	3. Family Board Game Nights
	4. STEM Night
	5. Camp Read A Lot
	6. Art Show
	7. Thanksgiving Feast
4. Approve minutes from 12/2/22
	1. Motion to approve by Meg Shier, Seconded by Theresa Sacharski
5. Cookie Exchange
	1. Feedback
		1. Find a consistent box
			1. Too small this year
			2. Plastic ones from Dollar Tree were actually better
		2. Staff liked the Panera hot chocolate/coffee
		3. Add snacks/trail mix or something more savory next year
		4. Could do more allergy friendly things
			1. Section with allergy friendly cookies
		5. Really enjoyed the card from a student, so maybe incorporate notes/cards for next year
	2. Leftovers
		1. Put in the teacher’s lounge
		2. Bus driver tins
		3. Not too many left over this year
		4. Mostly storebought cookies left
	3. Auction Items
		1. Liked hurricane pinecone greenery with battery candle that Rebekah made
		2. Kendra has a list of the popular items
6. Staff Appreciation Week
	1. All good with the Alice in Wonderland theme
	2. May 1-5
		1. May 5th is an off day, but teachers will still be there, so we can still do a lunch for staff
		2. May 5th is also the carnival day
			1. Board will be exhausted from the week and shouldn’t feel guilty for not volunteering at the carnival
				1. Carnival is a great place for dads to volunteer
7. Skating Party – 2/25
	1. Patterson booked for 3:00-4:50
	2. Paid twice last year, so credit towards this year
		1. Includes skate rental
	3. Last year we made people sign up for hour slots
		1. This year we can let people come as open skate
		2. Didn’t run into issues with running out of skates
	4. Don’t think we need to do drink tickets this year
		1. Many took the drinks to go
		2. Cost as much as the rental
	5. Did a playlist on our phone and played it over the sound system
		1. Can reuse same playlist
8. Movie Night
	1. Pop popcorn for free and have water
	2. Usually a Friday
		1. March is a good in between time
		2. March 10th or 24th
	3. Families bring blankets and sit on the floor of the gym
	4. Usually do a Disney movie
		1. Strange World
		2. Rise of Gru
		3. Alice in Wonderland
9. Kindness Initiative
	1. Live Like Luke
		1. Raising awareness for mental illness
		2. PTO sent a donation to National Alliance on Mental Illness – Grand Rapids Chapter and flowers to Kim Van Antwerp
	2. Buddy bench for Live Like Lucas
	3. Audrey – Red Glasses Movement
	4. Kind to ALL
		1. Pick three groups that we donate to
	5. Something to inspire kindness with the students
		1. Talking about emotions
		2. Books
		3. Talk to Jennifer Fisher about age-appropriate curriculum
		4. Project Kindness didn’t have any kind of lasting impact
			1. Footsteps for a party
		5. Doing or donating something tangible
		6. PR had a grant line item for meal train
	6. Start brainstorming ideas so we can put into motion prior to the auction
		1. Have people from the organizations speak at the auction
10. Auction
	1. Need a date and location first
		1. Still haven’t heard back from Watermark
		2. EGR Yacht Club available April 28th
			1. Would need to bring catering in
		3. Wildwood Family Farms in Alto
			1. This is where Pine Ridge did theirs last year
				1. 6-10 pm
				2. $50 – unlimited taco truck and 2 drink tickets
			2. $1700 includes tables, chairs, outdoor seating
				1. Has a big indoor space that holds 200 people
			3. Have a taco food truck
				1. $35/person for food and full bar
				2. Nachos - $12
				3. Nervous to run a tab at taco truck

Could have dinner tickets

Option to pay after that one visit

Includes meal, drink, and dessert

Unlimited drinks, but limiting food is not a good idea

Two drink tickets is fine

* + - 1. April 28th open
			2. Would need to be $50 tickets
			3. 20-minute drive
			4. Drinks
				1. Beer, wine, pop, water - $16/person (Mixed drinks cash)
				2. Beer, wine, liquor with mixers, pop, and water - $20/person
				3. Top shelf - $26/person
				4. Can ask for more details
			5. Tables, chairs, linens, setup, cleanup, wine barrel cocktail tables, patio seating, string lighting, DJ table, three bars, fire pit, s’mores bar, no sound system
		1. LMCU Ballpark
			1. 25% off the cost
			2. Inside space above Center Field and upper deck for $1750
				1. Next door deck, too, for $2250
			3. Includes cleanup, teardown, tables, chairs
			4. Food
				1. Picnic menu - $19/person
				2. Taco menu - $18/person
				3. Can do drink tickets or cash (credit card) bar
			5. Playground area nearby
				1. May not be open, but fast pitch area
			6. Saturday, April 29th or Saturday, April 15th
		2. Targeting the end of April
			1. Friday is probably better to not conflict with weekend plans so we will go with Wildwood Farms on 4/28
		3. Need to get out a Save the Date
			1. Send out 1/19
			2. Need to talk this up to the parents
			3. Need to have teachers, room parents, principal send out
		4. Tickets
			1. Adults only
			2. Could do separate tickets for with and without drink tickets
			3. $50 ticket
				1. Only so much we can do with costs right now
				2. Country Club event was too formal and required new outfit
				3. Would need to include drink tickets
	1. Savana Beal at PR has a full sound system and photo booth that we could borrow
		1. She could also do live music or hire her friend for $100/hr
	2. Auctioneer
		1. Pine Ridge makes so much money because they have a live auctioneer
		2. Use for the best prizes and teacher experiences
			1. Don’t want teachers to know how low some of their experiences are
		3. Colleen will ask someone she knows
	3. Arrange with driving company for discounted rides or rent a shuttle/bus
	4. Items
		1. Carmen and Amber will focus on the donated items and teacher experiences
		2. Ask each teacher to donate an experience
			1. Pushback about spending own money
			2. Student has to be in their class
				1. Issue since we only have the auction every other year
				2. Fishing trip with Mr. Skinner and Mr. Lowell is the exception
			3. Prefer to do it as a grade level
			4. 15 teachers
				1. Half the teachers give push back and need to have principal intervene
				2. ECSE teachers will usually volunteer to do a lunch

Don’t always sell

* + - * 1. Mrs. Pachulski donates an hour art lesson
				2. Mrs. Korhorn donates a private tennis lesson for four kids
				3. Mrs. Hoeksema will donate principal for the day
				4. Mrs. D will usually go with students to the spring musical
				5. Mrs. Hagan hasn’t done anything

PR did a pinata with their Spanish teacher

* + - 1. Kids get excited for things that don’t happen at school
			2. Give a menu for them to choose from
				1. Donated passes for the Zoo
		1. Have a list of what PR had last year
		2. Last auction, we had a bunch of $25 gift cards in basket
		3. Other ideas:
			1. Trips, tickets, spa day, chef’s dinner, parking spot, golf, MVP membership, pool passes, Fox 17 tour, airport tour
			2. Need to have items in different price ranges
			3. A lot of local businesses have a prepackaged donation
			4. Can pay for items if we think it’s worth it
			5. Rebekah’s friend works at Allied Beverage and can donate wine
				1. Can’t have them brought to school
		4. Grade level baskets
			1. Assign each grade a theme (Legos, Star Wars)
			2. Parents donate items to go into basket
			3. SAP uses an Amazon wishlist for each theme
			4. Room Parents can send it out and put into newsletter
		5. PR did class art projects
			1. Lot of work, but went for a lot of money
			2. Head Room Parent coordinated this
		6. Carmen will contact businesses and think of basket themes
		7. We have a draft letter with tax id and a Google doc with previous donations
		8. Do we put out a general ask?
			1. Can have room parents send out
			2. Send out a flyer for save the date and include an ask
				1. Kendra can work on the flyer
			3. Put into the newsletter
	1. Online software
		1. 2021 software was very basic
			1. Didn’t end when it should have
		2. Accelevents - Pine Ridge had website within the software
			1. Can pay through the website
			2. Fund a Need
		3. Make it all on app/software
			1. Have a computer or two set up at the event
	2. Dessert
		1. Nothing Bundt Cakes is no longer doing donations
		2. Could do s’more kits
			1. Include in the ticket kits
			2. We would need to put together the kits
			3. Could do a buffet
	3. Give a discounted rate for staff?
		1. Let staff come for free
			1. Spouses?
				1. Up to $6500 if all come and bring a guest
			2. Those that donate an experience can be free
				1. Include office staff
		2. Board needs to setup and help run things so can attend for free
	4. Share pictures of items leading up to event
	5. Preselling tickets
		1. Hard to know how many will come as it hasn’t been offsite in 10+ years
		2. Hoping for 150 – Have around 250 families
	6. Sell merchandise – CW and HS both have stores
		1. Real Housewives of Forest Hills wine glasses
	7. Sponsors
		1. Don’t think we need it for this year
		2. Can ask previous sponsors for smaller donations
	8. Send sponsor list to auction chairs
	9. Don’t need super high-end alcohol
		1. Just do cash bar with two drink tickets
1. Wine Tasting Event
	1. Should try to do again
2. Meeting Adjourned 7:45 PM