

# Waterford School Association Meeting Minutes

**Date:** September 13, 2022

**Location:** Waterford School Library

**Called to order:** 5:36pm

**By:** Kandis

**Attendance:** Kandis, Althea, Erin, Eva, Jen, Mary, and Annie

**Approval of Minutes from 8/9/22:** Motion by Erin, Seconded by Jen, unanimously approved

## Officers' Reports

### Treasurer's Report

- Balances remain the same as last month:
  - Checking Account \$ 2217.17
  - Savings Account \$ 1621.31
  - Petty Cash \$ 45
  - Scholastic dollars \$ 704.11
- Budget update: no changes at this time, but consider adding website costs as line item

### Secretary's report

- Newsletter
  - Send out a newsletter every three months, starting in early December
  - Brainstorm subject matter at November meeting, summarize prior events and upcoming ones
  - Jen and Eva responsible for drafting, template available on the drive
- Minutes
  - Requested that minutes bear DRAFT watermark until approval
  - Share draft minutes with teachers and staff after meeting

### Staff outreach

- Include principal on WSA emails
- Send email out to teachers for representative attendance at WSA meetings
- Attend Wednesday staff meeting to give WSA update and encourage attendance

## Fundraisers

- Boon Supply
  - Open from September 1-30 for orders
  - Raised \$150 so far
  - Catalogs have not arrived yet, were ordered two weeks ago
    - Link for orders available on Facebook as well as attached flyer on the electronic folder

- If catalogs are not available for this Friday, a paper flyer will be sent home in the Friday folder
- Calendar Update
  - Meeting on Tuesday Sept 6<sup>th</sup> with Jen, Mary, and Erin
  - Pulled up a contact list of businesses, updated the list, and assigned members to contact; all is in a spreadsheet on the drive.
  - Orders must be in by October 10 in order to submit for printing on October 15
  - Cover photo is yet to be taken, drone shot of students

## **Enrichment/Events**

- Open House Wrap up
  - Format didn't lend itself to traditional recruitment
- Author Kate Messner visiting Waterford School on October 11 courtesy of Davies Library
  - Plan on possibly inviting homeschool students and Barnet School
  - Three 35 minute sessions
  - Available to sign books for students
- Trunk or Treat and Scholastic Book Fair
  - Scheduled for Monday October 31 with Friday November 4 as the rain date
  - Eighth graders will do a pumpkin walk along the Nature Trail
  - Discussed where to set up the fair, as the gym worked well last year but may not be feasible for the remainder of the week.
    - Need to discuss setup with Melissa and recruit volunteers to work the book sale
    - Remind teachers to submit Wish Lists
- Film screening
  - Pushed to next meeting
  - Get an exact breakdown of what is included in the Indie Flicks cost
  - Look into options available through the library, lower cost possible?
- Spelling Bee
  - Motion to spend \$175 to enter the National Spelling Bee approved by Eva, seconded by Erin
  - Currently do not have prizes set up, will cover at next meeting

## **Outreach/Communication**

- Establishing a website through Wordpress due to Facebook limitations
  - \$48/year for a template, \$5/year for SSL, and \$9.58/year to pay for the waterfordschoolassociation.com domain (\$63.45 total)
  - Able to post meeting minutes and other text documents
  - Approved these costs, will pay out of Mini Monies but can establish a new budget line item at future meetings
- Google workspace
  - Free for nonprofits, need 501(c)(3) paperwork, otherwise it is \$6/month

- Allow for emails with domain name Waterford School Association (e.g. president@waterfordschoolassociation.com), ability to host meetings, and shared Google Drive
- Will look into paperwork to prove nonprofit status
- Approved logos for the WSA
- Covered \$102.87 for the 700 flyers that went out with the tax bills, taken out of Mini Monies

### **Next Agenda**

- Film Screening
- February Dance/Gala
- Money to cover Spelling Bee prizes
- Determine where website costs should be in the budget
- Parents' Night Out date (late spring?)
- Other fundraisers: Paint 'n sip at R&R trading post in Lyndonville, Wreath

### **Making**

### **Action items:**

- X Find out cost of Indie Flicks
- X Ask Angela about using the library license for screening films
- X Find out whether there is paperwork to prove WSA is a 501(c)(3) for Google Workspace
- X Contact regarding the photo for the calendar
- X Scholastic book fair set up and recruit volunteers
- X Email teachers to encourage staff participation at meetings, open communication
- X Email teachers for classroom Wish Lists for the Book Fair in late October

Meeting adjourned at 7:05pm

Minutes compiled by Eva Goetz