



Waterford School Association Meeting Minutes

Date: September 12th, 2023 **Location:** Waterford School Library
Called to Order: 5:38pm **By:** Eva
Attendance: Erin, Eva, Jenn, Alli, Mary, and Amanda

Officers' Reports

Officer Discussion

- Amanda nominated Erin as President, seconded by Mary, unanimously voted in
- Erin nominated Melissa Peters as Vice President, seconded by Eva, unanimously voted in

President's Report

- Still no teacher liason, as per bylaws—Erin to attend every other staff meeting
- Drive cleanup requested, nominated Eva and Melissa for the job
- Friday folder
 - Instead of a separate sheet, WSA update to be a brief message within the Principal's letter in bold lettering
 - This week: fundraiser Facebook poll results
 - Next week: call for calendar fundraiser ads
 - Print brochures professionally next time, as those printed by the school last week did not turn out well

Secretary's Report

- Minutes from prior meetings
 - 6/6/23 minutes approved; motion by Erin, seconded by Jenn

Treasurer's Report

- Account Balances
 - Checking account: \$2422.64
 - Pending \$500 check to deposit into savings
 - Savings account: \$2122.73
 - Petty Cash: \$45 (down to \$25 after paying for tonight's babysitting)
 - Scholastic \$1520 Credit

Communications Officer Report

- Upcoming Facebook posts
 - Meeting dates and times and open invitation for all parents to attend
 - Polls: should we change the date, time, or location to encourage attendance?
 - Trunk or Treat
 - Calendar fundraiser
 - Book fair

Fundraising

Calendar

- Erin to chair fundraiser, next meeting by Zoom on the 19th of September at 8:30pm
- Limit income to ad sales, and distribute calendars to every family for free (instead of selling individual calendars)
- Try and get more ad sales, keep ad prices the same as last year
- Use the same company as previous years
- Eliminate special date listings other than important school dates and WSA meetings
- Submit by October 15 to get calendars distributed right after Christmas break
- Decide on cover photo at planning meeting

Catalog

- Jenn to chair
- Survey results
 - 1st place Charleston Wrap (wrapping paper, home décor)
 - 2nd place Little Caesars Pizza kits
- Opted to do both
 - Charleston Wrap in October
 - Little Caesars midwinter—February?

Scholastic Book Fair

- Runs for a week from October 28th to November 4th
- Trunk or Treat October 28th
 - Have not confirmed whether we have a confirmed space
 - Set up dates pending arrival and access to the school on an inservice day
 - Changed plans for pencil board, prizes to come from dollar store, not Scholastic as last year's pencil board cost more than expected
- Early release on November 3rd, ice cream social for a second chance at book fair
 - Approved \$50 out of budget to spend on ice cream

Enrichment/Events

Trunk or Treat on Saturday October 28th

- No current chair
- Eliminated costume contest and prizes
- Need to confirm whether Chris will pay for Cal Rec ad again
- Ask National Honor Society students or local businesses/organizations if they would like to volunteer to help

Teacher Appreciation

- Kitchen/Teacher's Lounge fairy idea—need to ask about key access

Future Business

Room parents

- Have teachers ask parents to volunteer? How was this handled before and how can we get more parents involved?

Sublimation Bottles Fundraiser

- Amanda offered to do the wrapping, we would need to purchase the bottles and decide on a design and price

Action Items

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| Jenn | Snapshot of Facebook views & likes to see who is engaging on the WSA Fb page |
| | Ask St. J Academy NHS for volunteers |
| | Ask Connie about a key to access the Teachers' Lounge |
| | QR code to bring more views to Fb page |
| Eva | Send draft notes out within two weeks of meetings |
| | Clean out WSA records with Melissa, both binder (papers) and the drive (digital) |
| | Bring refreshments for next meeting |
| Erin | Add Mary as signatory to WSA accounts |
| | Give Jenn access to the Google drive |
| | Email Dale West and CC Jenn |
| | Ask at staff meeting about room parents |
| | Find out about WSA storage space above the bleachers |
| Melissa | Clean out drive and binder with Eva |
| | Confirm dedicated space for Book Fair |

Meeting Adjourned: 7:09pm by Eva, seconded by Jenn
Minutes compiled by: Eva Goetz