



## **Waterford School Association Monthly Meeting**

December 12, 2023 5:30-7:00pm

School Library

### Agenda:

1. Welcome, Refreshments
2. President's Report
  - a. Update from recent Teacher/Staff meeting
3. Vice President's Report
  - a. Organizational Update
    - i. Google Drive/Record Keeping/Yearly Calendar
    - ii. Responsibilities & Roles matrix
  - b. Recruitment Ideas
    - i. Promoting ways to donate (time, supplies, funds)
    - ii. Creating an (easy!) standard for event chairs & volunteer requests
    - iii. Staff/Teacher Engagement
4. Secretary's Report
  - a. Approval of November Meeting Minutes
  - b. Review Action Items
  - c. Other
5. Treasurer's Report
  - a. Checking Account Balance
  - b. Savings Account Balance
  - c. Pending deposits, reimbursements, payments
  - d. Petty Cash Balance
  - e. Review of 2023-2024 Budget
6. Communications
  - a. Bulletin Board
  - b. Upcoming Facebook posts

c. Planning Winter Newsletter

7. Fundraising

a. Annual Calendar Fundraiser - *ongoing*

i. Update

ii. Distribution & Sales planning

b. Scholastic Book Fair

i. Scholastic Dollars Balance: \$1,411.16

ii. Spring Fair discussion

c. Sublimation Water Bottle Sale - *ongoing*

i. Update from Craft Fair sales

ii. Discuss other sales opportunities, supply purchases

d. Little Caesars - Decide on date, assign chair

e. Winter-Spring Fundraiser Ideas

i. Art to Remember

ii. Family Events (Sledding Party/Winter Carnival, \_\_\_-a-thons, etc)

iii. Other ideas

8. Enrichment/Events

a. Dance

i. Volunteer update

ii. Confirm date (Feb 17th)

iii. Assign chair, schedule first planning meeting

b. Extracurricular Clubs - Support instead / in addition to other enrichment

c. New ideas for Winter/Spring 2024

i. Book Fair as enrichment - 'every student can purchase a book'

ii. Other ideas

9. New Business

a. Meeting Time/Date - making changes for 2024

b. Robert's Rules of Order (handout, per by-laws)

c. Other

10. Adjourn