

OCTOBER 2018 SPO MINUTES

The Summit Parent Organization

Date | time October 25, 2018/ 9:00 am | *Meeting called to order by* Veronica Richardson

In Attendance

Administration -

Dr. Katie Heet – Head of School

Vince Currao – Development Officer

Amy Maas – Admissions & Communications Officer

SPO Board Members -

Veronica Richardson – SPO President

Ellen Chindlund – VP of Finance

Phil Isley – VP of Lower School, SCRIP Coordinator

Melissa Miller – VP of Communications

Ann Howard – V.P. of Upper School

Rachel Arthur – Beginners Class Rep

Rachel Rothwell – Pre K Class CO-Rep

Annette Albert – Pre K Class CO-Rep

Taralyn Anderson – Kindergarten Class Rep.

Kara Bortner – 1st Grade Class Rep.

Jamie Altrup – 2nd Grade Class Rep.

Nikki Keiper – 3rd Grade Class Rep

Judy Yen – 4th Grade Class Rep.

Shalizeh Khoshyomn – 5th Grade Class Rep

Absentees -

Alice Nelson, Assistant Treasurer

Shelley Beall – 5th Grade Rep

Kele Guyer – Middle School Rep

Melissa Gerhold – High School Rep

James Gerhold - High School Rep.

Matt Forir – Run for the Summit Chair

Andrea Ebbrecht – Book Fair Chair

Venicea Wroten – Book Fair Chair

September minutes

September Minutes have been tabled for review and approval during the November meeting.

Marketing Minute – Amy Maas

Tomorrow is the Annual Auction and Gala! The Silent auction is live now and bidding has already begun. You must be present to bid on Live auction items or have enlisted the assistance of a proxy bidder.

Development Dish

The soft launch of annual campaign was hoped to occur immediately following the Fall Concert on November 13, but after further consideration and consultation with a calendar, it was decided to do the soft launch following the Thanksgiving break. The formal launch of Annual Campaign will follow the State of the School event hosted following the return after winter break. The focus again will be on increasing participation among all parents within the school community. Vince is asking that anyone who comes across new grant or funding streams please bring these to his attention as he is always looking to broaden our network. Up to this point in the school year he has been primarily focused on Gala, but will now shift to increasing exposure and fundraising opportunities.

Financial Report – Ellen Chindlund

The current hospitality balance is \$7,786.73. The new statements given to SPO reps includes a new column representing the budgeted amount for comparison against revenue to give a more holistic view of SPO fundraising goals and activities. Current proceeds are exceeding expectations and the deficit between budgeted goal for the year and balance is \$1,363.27. with seven months and several fundraisers left in the school year. Ellen says we are in a good space.

SCRIP – Phil Isley

There are now flash sales running on an assortment of gift cards every day with increased rebates available for the day of. September saw a total usage of SCRIP program by 15 families with rebate payouts in the amount of \$526.00 to Growth Funds. Beginning this week and running through December 14, 2018, there will be low denomination gift cards, \$5 - \$20.00, made available through SCRIP.

Donuts with Dad – Rachel Arthur - Chair

This was the first year Donuts with Dad was Chaired by Rachel Arthur and all agree the event was a wonderful success. Rachel agrees and admits she made notes of areas for improvement for next year.

Annual Auction & Gala Update – 90's themed "Come as You Are"

Class Projects are now on display and bidding is open. Gala team is still looking for transporters for auction items and décor pieces to the venue. The silent auction went live yesterday, bidding is open and well underway. Must be present at the end of the night to pick up live auction items. Shipping has not been needed

in the past, but will be available in specific circumstances. Ellen urges all to push the auction links beyond the Summit immediate network.

Scholastic Book Fair – Venicea and Andrea – Co Chairs

The Fall Scholastic Book Fair is scheduled to run from November 5-9, 2018. Andrea Ebbrecht and Venicea Wroten are the co-chairs for this event. Scholastic chooses the theme for each book fair and this time it is “Enchanted Forrest”. It will be held in the second-floor annex. Teachers and students will have wish lists. SPO will receive proceeds from this event in a cash payout.

Barnes & Noble – Ellen Chindlund - Chair

The B&N Book Fair will be held beginning December 4, 2018 and will run for the following week. The launch is on a Tuesday and will provide an opportunity to gain donations for gift wrapping in store on that day. Mini events are encouraged. We may be granted an additional day for gift wrapping and volunteers will be needed to work in shifts. B&N will provide us with a code to be used for fundraising on all purchases in store, except for purchasing gift cards, and online which included Cheesecake Factory frozen cheesecakes and bagged Starbucks coffee items. The code may be used by Summit families, friends and any customer who wishes to support the Summit with their purchases. The proceeds from this event will be given to SPO on a gift card to be used for a broader teacher wish list.

Hoodies ONLY Spirit Wear – Due 11/2

The Hoodies Only Spirit Wear flash sale will run from today with orders due back by November 2, 2018. These hoodies will only be wearable on Fridays and on spirit wear days since they do not meet dress code requirements.

Box tops

BoxTops for education needs a new chair as Cory Richardson would like to step down following the fall (November) order. This is a great volunteer opportunity for someone with a busy schedule and enjoys snipping while watching TV. Rachel Arthur volunteered during the meeting.

The Summit Mini Golf Tournament – NO CHAIR

The Summit Mini Golf Tournament needs a new chairperson or co – chairs. Much of the budgeted income has already been realized for this event and many of the details are already finished. The chair would need only to coordinate with the venue prior to and oversee and administer the volunteers the day of the event.

Grandparent's Day – NO CHAIR

As with the mini golf tournament, this event needs a new chairperson or co-chairs. There are already volunteers signed up and ready to serve the day of this event.

Other Items

Phil suggests class reps make sure they are forwarding the brief meeting highlights onto families the day of our meetings. Too often he finds the information needed Friday doesn't get sent until the following Monday. Veronica makes it very easy on class reps. Veronica reminds all that the next 6 weeks will move by very quickly with concert and Thanksgiving holiday and suddenly we are onto Winter Parties. She suggests we remain mindful of these upcoming needs for our classes. Ellen mentions Old Navy, who offers a regular 14% rebate through SCRIP, is currently running a sale on flannels which will come in handy for the Gala tomorrow night.

Staff & Teacher Birthdays

1. 10/27 – Mrs. Smith
2. 10/28 – Mrs. Collins
3. 10/29 – Mrs. Teed
4. 11/4 – Mr. Keech
5. 11/13 – Dr. Heet

*Administrative staff gifts are supplied by SPO while class teacher gifts are purchased using class funds. Judy asks if SCRIP gift cards may be used to purchase teacher gifts. Veronica says yes.

Upcoming Events & Important Dates:

- 10/26 – Annual Auction and Gala: “Come as You Are”
- 11/1 – School picture retakes & class pictures
- 11/5-9 – Scholastic Book Fair
- 11/9 – NO SCHOOL – parent teacher conferences
- 11/13 – Fall Concert at 6:30 pm at the Gillioz Theater
- 11/14 – Late start at 9:30
- 11/19-23 – NO SCHOOL FOR THANKSGIVING BREAK
- 11/29 – SPO meeting at 9:00 in the community room

Next Meeting

The next meeting is scheduled for 9:00 am on November 29, 2018

Motion to adjourn was made at 9:39 by Nikki Keiper and second offered by Rachel Rothwell.