

EEHSP General Meeting Minutes
Wednesday, May 23, 2018
6:30pm - Enfield Library

Keisha Bronson called the meeting to order and thanked everyone for coming. It's exciting to see so many people in attendance at this meeting! Minutes for the last meeting were presented for approval and approved by the membership in attendance.

Principal's Reports

- Principals were not in attendance at the meeting. No Principals Reports were given.

Vote on New Board Positions

- Keisha announced the proposed slate of Board Members for the 2018-2019 School Year. Each potential Board Member gave a brief introduction to the assembled membership.
- Everyone in attendance at the meeting introduced themselves and spoke a little bit about what they wanted to be involved in the EEHSP.
- Vote was taken for Board Positions:
 - Co-President - Keisha Bronson and Stephanie Krause - elected by voice vote
 - Co-Vice President (Grade Levels) - Stephanie Rebstock - elected by voice vote
 - Co-Vice President (Fundraising) - Kristin Oxford - elected by voice vote
 - Recording Secretary - Marjorie Balin - elected by voice vote
 - Director of Purchasing - Stacey Stroud - elected by voice vote
 - Co-Communications Liaison - Sandy Lory and James Hoppes - elected by voice vote
 - Co-Treasurer - Coleen Covington and Beth Lutz - elected by ballot
 - Coleen Covington - 17 votes
 - Beth Lutz - 9 votes
 - Michelle Bevan - 8 votes

2018-2019 Budget

- Proposed budget for the 2018-2019 school year was presented and reviewed in detail.
- Income
 - Not all events are fully reported at this time.
 - Income categories were budgeted based on performance for the 2017-2018 school year and assumptions for the 2018-2019 school year.
 - There is a need for increased fundraising for the 2018-2019 school year.
 - Discussed Escrip (gift cards), Mixed Bags, Dine and Donates, Pancake Fundraiser
 - Photocopies
 - Photocopies at Staple can be costly. Committees are encouraged to make their copies at the school as much as possible, however is time and availability do not permit, copies can be made at Staples.
 - The cost of copies should be figured into your event/committee budget.
 - Square One
 - Square One may not perform as well due to the change from Fall to Spring for the 2018-2019 school year
 - The program places a heavy demand on the art teachers at the beginning of the school year and they have asked to move it to the Spring.
 - Directory
 - The income for the Directory has gone down. Since there is a large Kindergarten class coming in, we are hopeful more parents will purchase it next year.
 - There was discussion about putting the Directory online, however there are privacy concerns and concerns about not as many people buying it. It will continue to be offered only in a printed format.

- Spartan Fest
 - Keisha reached out to Imanamani Marcano about planning a Food Truck Fest with an EEHSP Welcome Back to School theme.
- Box Tops
 - The new Box Tops chair should make sure they let parents know they can send them in throughout the year and do not need to wait for the contests
 - When parents wait for the contest to send in their Box Tops, there are a lot more expired Box Tops that need to be thrown away.
- Amazon Smile and Giant Rewards
 - Fundraising needs to make sure we get the word out about these programs and remind people often
- Expenses
 - Expense categories are estimated based on past budgets
 - 5th Grade
 - 5th Grade Recognition expenses are funnelled through the EEHSP budget and are treated as pass-through costs
 - Each year, EEHSP usually funds Camp America for the 5th graders. Moving forward, EEHSP will need to vote on funding this on a case by case basis, depending on the status of the budget that year.
 - New Playground Fundraising
 - Anticipated EEHSP contribution and fundraising for the new elementary school playground is not accounted for in this budget. We will need to figure out how to add it over a 2 year period.
 - The anticipated contribution is \$50,000.
- The 2018-2019 school year budget was voted on and approved.

Committee Updates

- Author Illustrator
 - Event went well
 - There will be an annual grant for \$6,000 for this event from the Philadelphia Foundation (Deb McFarland Grant)
- Carnival
 - Carnival went well and was successfully moved indoors
 - Geoff Cooper is still finalizing the financials. His best guess for a profit is about \$5000
 - Although he's done a great job the last few years, Geoff will be stepping down as Carnival chair. We will need to find a Chair or Co-Chairs to replace him.
 - People were asking about the baskets that were raffled off at the Carnival in past years
 - Suggestions included asking Theresa at Kid View to donate a free month, or having class or grade level baskets where parents donated items based around a specific theme
- School Kits
 - Kim Briggs is wrapping up the order forms.
 - Teachers are reviewing the lists for each grade and then the supply lists will be finalized
 - The links for ordering will be available starting the week of June 4 (approx.) with orders due by June 18
 - EEHSP will be providing whatever help Kim needs to maximize this fundraiser
- Harlem Wizards
 - Date is Saturday, November 3 at the Middle School
 - Discussed providing premium tickets for lower level; standard for upper level
 - Stephanie Krause will work on ways to maximize the profit for this program
- Keisha would like Committee Chairs to complete an end of year Committee Report summarizing what they did, any process, key contacts, flyers, etc.

Transitions for Next Year

- Open Committees for 2018-2019 School Year
 - Carnival
 - Community Partnerships
 - Fundraising
 - Kids Stuff Books
 - Newsletter - May fall under the Communications Co-Liaison role
 - Philanthropy
 - Publishing Center - 3rd Grade
- Transition Meeting
 - We will be holding a Transition Meeting for outgoing and incoming Board members and Committee Chairs
 - Stephanie will send an email for availability
 - Considering the following dates - Tuesday, May 5 / Wednesday, May 6 / Tuesday, June 12 / Wednesday, June 13
- Co-Communications Liaisons - To Do for Transition
 - Emails need to be updated for new Board Members and Committee Chairs
 - Mail Chimp needs to be fixed. All grades were combined, but need to be split out by grade

Multicultural Parents Association

- MPA is an organization for all Springfield Township School District students; not just elementary school students
- The association is relatively new; it has been in place for about a year
- Their goal is to create a more diverse and inclusive culture between parents, administration and students
- The MPA and EEHSP will cross-promote each other's activities to maximize awareness and participation
- Their next event is called Pretty Brown Dolls, taking place Thursday, May 24 / 6:00pm - 7:15pm / Erdenheim Library

Next Meeting

- The next EEHSP General Meeting will take place in September at the start of the new school year.

Have a great summer and thank you so much to everyone who has participated and helped this year! Thank you to our outgoing Board Members and Committee Chairs. You will be missed!