



Bridging the gap between home and school

12/10/13

Business Meeting

Attendees: Linnea Clary, Monique Deforge, Erin Dickson, Sara Fell, Alli Geller, Keriann Hilbourne, Kim Kraunt, Melissa Rovnak, Sarah Patch, Julie Sprague

Meeting Notes:

1. Craft Fair

- **Tremendous Community Building Event!**
- York Weekly followup story – highlight both community building and fundraising.
- Sarah Patch sent out the tree summarizing the event – will turn this into thank you cards that can be sent out to all the businesses that donated.
- The pace of people attending felt “slow” however the throughput was steady. Vendors were happy with turnout.
- Overall fundraising increased over 2012.
 - i. Vendors, Kids Corner, Hot Food, Bake Sale flat 2012 to 2013. Raffle doubled.

Debrief and Notes for 2014:

BAKE SALE

Done well:
Great donations from volunteers!
Cookie plates sold out.
Pricing was easy \$1 for each item. No need to work with change.
2/\$1 started at 1PM and worked well to move goods that were remaining.
Improvements for 2014:
Streamline quantities.
Divide table into \$1, 2, 5 for items.

Request cookies via the signup genius and create plates from what is donated.
Request some 'basic' baked goods.

VENDORS

Feedback / Done Well
Some comments that it is the same vendors every year
One Kids table worked well.
Vendors supplied own tables.
Improvements for 2014:
Could the waitlist for 2013 vendors be the first priority for 2014?
Save a spot for the art teacher in 2014
Develop clear guidelines for vendor selection prior to applications for 2014.

Hot Food

Done well:
Ingredients were donated. Cooking class was successful and fun!
Leftovers went to the PD, which was much appreciated after the parade.
Improvements for 2014:
Twice as much was prepared as what was sold. Prepare ½ the quantity in 2014.

Kids Corner

Done well:
Great volunteers.
Steady pace of kids going through.
Improvements for 2014:
Need more male gifts. Take ~\$100 and buy gifts for males if there are not enough.

Rename? "Kids Corner" does not communicate that kids are buying for others.
No signage for the area. Purchase signs for 2014
Clearly communicate pickup 'rules' of the Kids Corner.
Should we add pet gifts?
Kids corner hours 9-1.

RAFFLE

Done well:
Great items donated by businesses and the community!
Great presentation of the baskets
Location of raffle ensured most 'traffic' from those entering the fair.
Improvements for 2014:
Add volunteers to 'run' the raffle table throughout the day. Should be timeslots like the bake sale.

GENERAL

Improvements for 2014:
Need to develop a protocol for potential lost children.
Organize a lost/found.
Power Issues: Important to mandate organizations come in the night prior to ensure there are no logistic / power issues.
Those volunteering should have name tags/ volunteer tags so they are easy to identify.
Need 2 people in the kitchen
Purchase tablecloths post holiday sales for 2014. And potentially male gifts on sale.
Fundraising orders came in the same week as the craft fair which led to added stress / work. Separate these events.
Create Signup Genius using quantities / items / needs in the recommendations now to be ready to issue in November 2014 (Sarah has saved and will update).

Thank you notes

- Use tree created by Sarah for stationary
- Linnea to delegate writing thank you notes to the businesses for raffle donations.

2. Funding Requests

Requestor	Item	Cost	Funded?
Andy Gray	Hanging Chair Card	\$289	Yes
April Noble	Partial payment to fix the K playground	\$1000	Yes
April Noble	Principal's Fund	\$1000	Yes
Tara Morin	Payment for funded mural in classroom	\$200	Yes

3. Other

- Facebook: "Parents of York Kids" will be changed to 'private'. This will allow people to be able to see the group (i.e. for new families in town), but not be able to post unless they are a member of the group. Monique will make this change.
- Weekly alerts / fliers from VES. Review how CRES does these at the January meeting to see if improvements can be made to VES process.