

**SMT Home and School**  
Board Meeting Minutes: September 8, 2009  
7:00 PM SMT Teachers Lounge

**Board Members:**

*Present:*, Mrs. Florian, Chris Hageman, Patty Janoch, Viktoria O'Donnell, Barbara Martinez, Kris Gotschal

*Absent:* Father Kindon, Peter Gollmer, Diane Meyer, Mrs. Fox/Mrs.Gross

*Quorum present?* Yes

**Proceedings:**

Meeting called to order at 7:05 p.m. by Chris Hageman

Mrs. Florian gave opening prayer

***Mrs. Florian's report:***

- Painting of the 1<sup>st</sup> floor hallways and trim in the offices is completed. All 6 bathrooms have been freshly painted. The girls' bathrooms were painted purple. This was donated by parishioners and a parent. Stencils will be painted in the girls bathrooms by a parent volunteer.
- The new tables and chairs in the art room have been installed
- New benches have been installed and chained outside near the volleyball area. 7<sup>th</sup> and 8<sup>th</sup> graders will have use of the tables for outdoor lunch.
- Outdoor Chess sets are in and children can check them out from Mrs. Florian during lunch/recess.
- All 6 bathrooms now have automatic hand dryers.
- The kitchen has been cleaned and organized. Mrs. Tangradi did a great job- it is immaculate. Theme lunches are being looked into (i.e. pizza day from outside vendor several times during the year)

***President's Report- Chris Hageman***

- Chris is working through communication difficulties with Our Lady of Sorrows to see if they would like a donation of the basketball system. Mrs. Florian reported that the principal definitely wants the system, just waiting on approval from the pastor.
- Original vendor for sound system has been changed. Chris will look for another company to help with the new sound system.
- If working meetings are planned during a Board Meeting, all members who have been selected to attend should be notified and meeting should not take place unless said members are available or have consented to have meeting without them.

***Financial Report- Patty Janoch***

- Safe procedures were discussed. New safe will be installed downstairs. Keys will go to Treasurer, Fundraising Coordinator and 2 will be ordered for the master closet. Both safes will have sign in/out log. All safe openings must have 2 people present. (1 key holder and 1 other person) Patty will include new safe procedures in with HAS Fundraising procedures and distribute via email to the board prior to the October meeting. Chris H. will speak with Father Kindon about possible parish involvement in HSA financial matters/audits/committees. Vote will be held in October for procedures.

***Secretary Report- Viktoria O'Donnell***

- Minutes from the July 15 meeting were approved.
- Website has been updated. Please send any info for the website to Viktoria. All further HAS communications will be done via the website and email blasts, with the exception of fillable forms which will continue to go out in the communication folder.
- October Family Fun will be October 24<sup>th</sup> at Dorney Park. Viktoria will coordinate. Information to go out next week.
- Student directory will contain info on all those who wish to be included as well as complete class lists in the back.

***Event Coordinator Report- Kris Gotschall***

- Dress Down Days to be added to calendar, Mrs. Florian will get them to Kris next week
- Teachers Luncheon will be sandwiches and salads from Giant. Kris will coordinate. She will let Barbara or Viktoria know about paper products, etc.
- Volunteers needed for the first few weeks of school for lunch/recess until new coordinator can be found. Viktoria will send Kris information from last year.
- Back to School Nights- Kris and Viktoria to bring light refreshments. Kris will speak on Wednesday, Chris H on Thursday. 3 main items to cover are website, volunteering, fundraisers, 3 forms to return.
- Kris is compiling volunteer sign up sheets and will send Barbara fundraising sheets.

***Fundraising Coordinator Report- Barbara Martinez***

- Bingo
  - First Bingo Night this week. Soft run went great.
  - Permanent boards have been ordered, possible donation. Daubers and chips will be used
  - Many calls coming in
  - Still no chair for Bingo, Barbara is still overseeing. Volunteer Coordinator and Advertising Coordinator in place.
  - Volunteers do not need clearances to help at Bingo
- Walk-a-Thon
  - Still looking for Co-Chair
  - Mrs. Tangradi is hosting a volunteer meeting
  - Barbara will contact Tricia about explanation letter including prizes and request for at least \$125 in pledges per family to help reach the goal. (Bikes may be available from Santa Shop from last year) Viktoria will email Tricia the pledge forms from last year. Information for Walk-a-Thon should be ready to go out in the Wednesday folder on the 16<sup>th</sup>. Blast email will go out on the 21<sup>st</sup>.

- Meeting adjourned at 8:47 p.m.
- Minutes submitted by Secretary, Viktoria O'Donnell.