



ST. THOMAS HIGH SCHOOL

BASILIAN FATHERS – 1900

St. Thomas High School

Mothers' Club Executive Board Meeting

August 4, 2022

Minutes

Present: Emily Guyre (EG), Maria Morfin(MM), Barbara Villafranca(BV), Monica Sanchez(MS), Amber Caver(AC), Mark deTranaltres (MdT)

Not Present: Stephanie Bourg

I. WELCOME

The August 2022 Executive Board Meeting of the Mothers' Club was held at STH in the Fr Glass Room. Emily Guyre (EG), President, called the meeting to order at 8:30am, and opened with a prayer.

Quorum - YES

Minutes Approved – unavailable to approve.

II. OFFICER REPORTS

a. President – Emily Guyre

- Updated Calendar of MC General Meeting Dates with all speakers set for the year. This was sent to Dr. D and approved
 - a. Add Amber to email re: meeting dates and speakers scheduled throughout the year
- ID badge photos after meeting - Group pic including Amber and Catherine will be taken by Megan.
 - a. AC - Can't print ID badges until pic is done.
 - b. Badge will allow us to scan to come in gate, get into building or sign in at front office
- Silver name badge - EG wanted to verify name spellings with auction chairs and Info has been sent to AAA trophy to be made.
 - a. paying AAA will be fine with CC on file per MdT
- We need a 3rd Round Up chair, BV is serving as 3rd right now.
 - a. can order another silver badge when a new chair is added
- SB working on program for Welcome Tea. EG working with Megan on logo for Mothers' Club.
 - a. Megan will also make QR code for Sign Up Genius.
 - b. BV will set up sign up genius and check with Tina on how to administer
- We will have sheets for sign up at Welcome Tea, BV will get them
 - a. EG can help enter data into SUG.
- Spreadsheet with Roles open for volunteers -
 - a. Roles that need to be filled are highlighted in spreadsheet.
 - b. We need a person in charge of getting volunteers/filling roles

- Mother Son Mass volunteers - This chair needs to be a liaison with Tom's Moms and be an underclassmen mother. Past president of MC will also serve as connection with Tom's Mom's.
 - a. AC suggests we list open chair positions on the Welcome Tea program or have a sign-up sheet at the Tea
 - b. AC states there should be a flyer that has Information on what is required for each position that is still needed. This flyer should be slightly edited to reflect what is needed this year.
 - MdT - would like to keep Eagle Baskets in Advancement, as opposed to Admissions. EG will send email to Max Holmes, volunteers, Catherine Chandler. Eagle Baskets go to schools who ask for a STH swag basket for their auction or fundraising events. Get with Maru Pruneda about what is needed. Talk to Catherine about assembly and supplies
 - a. Admissions/Advancement provides goodies and the basket that the elementary schools then put in their auctions.
 - b. Volunteers assemble baskets and shrink wrap for the schools to pick up.
 - Ask Underclassmen mothers to do Jr Ring Mass, NHS and Baccalaureate etc., so that those chairs will be around the following year to advise and will not be directly involved in the event themselves.
- b. Vice President – Maria Morfin
- Waiting for logo to print all the new Binder package
 - AC will look for supplies to help with binder assembly
 - Need to have Back to School one ready first
 - Working on organizing binders after meeting
 - AC says to use the copier in business office, there is a key fob and code for MC. It will collate and copy etc., and charge back to MC.
 - Megan is very busy with new teacher edits to their web pages for their classes - please give her the next week until to finish these updates before asking her help with MC projects.
 - Back To School night Mimi Howard and Davalyn Bone are chairs for that event. If anyone can join and help out it will be appreciated.
 - Did RaeAnne ever fix the Issue of gift for all of Sergio's Staff at his 25th Anniversary luncheon?
 - Thank yous were not done for the rest of his crew. It Is at least a Thank you and the luncheon.
 - MdT says to just move forward and try to catch them later this year,
 - MM needs to find out if the VP binder is here or if Raeanne took it home to update.
 - What is the limit to either check out the school's credit card -
 - MdT says to get the card as often as you can before buying for events. Try to submit all receipts at one time. Mark will get people reimbursed if they do not use the School CC.
 - Business office used to take 2-3 months to get paid. They have new staff and are working on a better system of reimbursement. MdT can get it fast tracked an get reimbursed in a week or so.
 - Make a photocopy of the CC and use the # to pay for online stuff etc, make sure to ask the Business office If It Is ok to pay with card online.
 - Get receipts submitted within 30-60 days, otherwise it will be considered a donation

- MdT - please verify whether someone is getting a donation or would like STH to purchase from a particular vendor.
 - Submit in kind donations so you know what is needed for the following year.
- c. Treasurer – Monica Sanchez
- Working on new budget numbers - set to meet with Jenny Hanks on 8/9 to get the budget together for the coming year. Will adjust budget based on what was spent, what is left etc.
 - a. AC - MC has generous budget and there is some left from last year. We shouldn't have to do SUG for most of the year's events. There should be plenty of budget for catering and it can all be ordered and coordinated for most events.
 - b. MdT - Cookie Moms ask people to make cookies, let's not hit up moms for other items for other events. Cookie Break is the opportunity for having people donate.
 - c. Budget is between \$25-27/head. We can have a final enrollment number to start from for the new Budget.
 - d. Money left over went back to the school because they were told we couldn't spend it, after June 3 even though closed June 30th?
 - There is a new process for billing (per Juanita in Business Building) - need to meet with Business office
 - a. Business office has new people, and they are still breaking down responsibilities - they are very easy to deal with and a more cohesive group than before.
 - We need monthly report to be shared with only exec meeting.
 - a. At the general meeting we can share what our expenses are for each event, that we have gotten receipts for the event, and these are the costs
 - MS will schedule a training with the business office for billing.
 - a. Only contracts MC has are for the Christmas & Spring Luncheons
 - b. Business office will go over how to book events, get the contract approved and get things ordered for events
 - Turn in expenses promptly -
 - a. get in same day or asap - reimbursement through MdT
 - b. If we get donuts for event, then go straight to business office. Small items for events submit expense to MdT
- d. Communications Secretary – Barbara Villafranca
- Next e-News, August , 2022 -NO MC newsletter only having the Big Red News and will be more about events on campus - per MdT
 - a. The last Issue of last year was 15 pages. New BRN format will be teaser & link and grouped by sports, MC, events Auction
 - b. BRN comes out every Wednesday - info needs to be to Megan by 5p Monday.
 - c. AC - Tell those with info for news they need to have it in by Sunday night. Gives Megan time to format, proof, and send it back for review. This allows it to go out on time
 - d. All the recurring committees and events don't need to be there every week.
 - e. Maybe set up a Calendar based on the events of the week - Mom's In Prayer, Cookies etc. like every first week Is Cookies, 2nd week Is social, then refer to room parents and FB mothers for communication.

- i. Jr - Melina Bellomo
 - ii. Soph - Carrie ambrose
 - iii. Fresh - Eliz Wilcutt
 - iv. FB - Ashley Day - Jennifer Sudduth Is Sr.FB mom
- There will be the occasional Friday BRN that advertises for a big event like Auction, RU or SS
- There will need to be an email sent to all about the Welcome Tea, Father Son, First Day, and include new parent orientation Tues night and Wed morning.
 - The Father Son event is for anyone even though it was originally advertised as Freshman and Transfer student event.
 - Father Son event can really be advertised as all grades and include Dads and Mentor Moms and other events in future
- e. Recording Secretary – Stephanie Bourg (not present)
 - Motion to approve April minutes via email - don't have these to approve
 - Great turn out at our last Mother's Club End of the Year luncheon - hope to go back to JLH
- f. Past President – Amber Caver
 - No Report - she is excited for the new board and we are happy to have her on board to advise

III. BIG THREE - per MdT only Invite the chairs of the current events to present at Exec Meetings

- Cheryl Durzec- chair Welcome Tea
 - Ordered 60dz cookies and 4 trays for
 - Sergio Is getting the baby waters, tea and MC punch
 - Found all decorations and will get with Sergio about transporting them to Cemo
 - There are eagles in the cabinet In the kitchen - take them out and put them back
 - Will use Tom Eagle. He has been repainted and will be needing a cape so that when he is transported, he won't get bumped and chipped
 - Ms. Chanz sews and may be able to help with this
 - Nametags - get with Catherine she has plenty.
 - Catherine has done flowers and there are closets with plenty of center pieces
 - AC - we would order from southern floral and we would assemble the arrangements
 - Volunteers needed Saturday noon to help set up - Sunday 2-2:30p to finish up. Get with Megan to take pics as well.
 - Plants for the altar were bought and would be kept for Father Son Mass
 - Take CC and tax free form when purchasing items
 - Make copies of the invite to take
 - Invite IT guys to the event - make sure that they are invited and they know that they need to be there - don't rely on Campus Ministry to do this without reminder
 - Fr. Murphy - is on for the Mass. Eucharistic Ministers/Lectors – Maria Morfin will EM and Stephanie Bourg will serve as Lector.

IV. OLD BUSINESS

- Summer Wrap Up
 - Nothing to report

V. NEW BUSINESS

- MC Welcome Tea, Sunday, August 7, 2022, First MC Meeting 4-6p
 - Cheryl Dzurec - Chairing Welcome Tea - need assistance to set up
 - BV to work on the SUG, EG working with Megan on logo and QR code for program
- New parent orientation -
 - Used left over snacks from Welcome Tea and used them for New Parent Orientation
 - Provide cookies for Tues Night and Breakfast muffins for Wed morning
 - Plan for 100 at each event.
 - Need MC members to be there to help welcome new parents
- Socials - Find out what their fall schedule is and put all fall events in BRN next week
 - Orientation Dances (for here and other schools) to be advertised in BRN
 - BV to contact other schools for their event information - put Save the Dates in BRN
- Parent Back to School Night - Wed Aug 17th @ 6:30 -Davalyn Bone and Mimi Howard to chair
 - Also a Senior College application night before at 5:30
- Admissions - Stephanie Yankowsky will be liaison with Admissions
 - Parent ambassador - will work with schools they are targeting, identify where Alumni are, Wine and cheese at someone's home. ore the BTS night
- Website Updates - Megan currently doing this, get info to her to update
 - In the process of revamping school website, starting with Advancement site first
 - Update MC site with current pics so people can identify officers
- Mark deTranlates - We have a new Calendar system more compatible with phone, ipad, laptop.
 - Get with Kristen Manning to put events on new Calendar.
 - Annual Fund - not great last year, parent participation was terrible 60% (usually get 80%) met money goal but not much participation.
 - promoting it more through Advancement - will talk more about the GDK dinner and what mark to hit to be invited.
 - 100% participation makes us eligible for grants. Even if you turn in that you are unable to participate counted toward the overall participation %.
 - Bunko & Yoga didn't expand reach - same mothers who already donated.
 - a. Cheryl Durzec - Can you rank the importance of which is the most impactful so parents know how to allocate their money -
 - b. MdT - AF, RU Auction would be the order of importance. Auction is for the community, RU is part of our culture, includes student and Alumni
 - Set your agenda for the General Meeting at the current Exec Meeting

VI. Meeting Adjourned - 9:45am