

Clairemont High School Foundation

Board Meeting

March 21, 2023, 6:30 p.m.

Location: CHS Room 203

MARCH MINUTES

Attendees: Amy Lowry, President; Malissa McGee, Treasurer ; Chris Herndon, Communications; Sandy Landerer, Activities; Tiffany Rapp, Fundraising and Events; Colleen Kleege, Past President and Hospitality; Kelly Hallett, Secretary.

Absent: Reuben Hoffman, Associate Principal; Heidi Fulton, CHS Liaison; Paula Cunningham, Grants and Scholarships; Alejandra Castenada, Student Events and Senior Scholarships; and Courtney Browne, Grad Night Coordinator.

Call to Order: 6:32 p.m.

Welcome Opening and Introductions. Thank you, Sandy, for the delicious snacks! A beautiful thank you card from teachers and staff was given to the Foundation Board to acknowledge their help painting and furnishing the updated teacher workroom. No guest speakers attended this meeting.

Meeting Minutes. February 21, 2023, Meeting Minutes were distributed, reviewed and approved. Chris Herndon made a **MOTION** to approve and Tiffany seconded. All present approved.

President Report. Amy reported that the Foundation sponsored Senior Scholarship essay writing competition is currently being advertised and details are posted on the Foundation's website page. Seniors have the opportunity to win a \$500 scholarship, which will be paid directly to the college each one of the four winner will be attending this fall. Heidi Fulton presented the details at the recent Senior Meeting. Deadline to submit an essay is April 30, 2023. The Rummage Sale will be held on Earth Day, March 22, 2023, and ASB is making signs to advertise event. To date, several vendors and Clairemont High School sports teams have signed up to sell gently used items at the Rummage Sale. The Foundation Board Nominations Campaign to recruit new Foundation Board Members begins in April. Grad Night organization is complete with transportation secured. Clairemont High School signage over auditorium was recently painted and looks much better.

Treasurer Report. Malissa distributed the Treasurer Report. Total account balance is \$124,925.25 (includes Foundation balance of \$25,022.25). Check requests approved: \$280 to Amy Lowry for teacher's workroom table; \$2,310 to Band for the Padre's game; \$1,071.05 to Lori Schmursal for Special Olympics event and softball tournament; \$600 to Brick-by-Brick for Spring Fling event; \$15,678 to Courtney Browne for Disney Grad Night event; \$407.20 to Courtney Browne for hotel rooms for Grad Night bus drivers. Amazon SMILE distributed a \$500 payment to Foundation in February 2023. Amazon has discontinued the SMILE fundraising opportunity going forward. The Rite-Aid payments come every quarter - sign-up online. Venmo more difficult to establish due to personal phone number requirement.

Fundraising Report. Tiffany reported on upcoming Isabella Pizzeria fundraiser and noted 15% of proceeds will go to Clairemont High Foundation. The Spring Fling planning committee met (Colleen, Paula, Sandy and Tiffany). The DJ has been secured from 6:30 to 10:30, for \$750 and that includes Kareoke. Doors will open at 6:00 and close at 11:00 sharp. Mexican food will be served and event will have a Dia de los Muertos theme. Desserts from French Gourmet and will cost \$6 per person. Possible coffee cart served from personal decanters. Reaching out to the team of senior citizens from last year's event to help again this year. Tickets are \$30 for parents and \$20 for teachers and staff. Venue's capacity is 225 people.

Communications Report. Chris reported on the creation of a webpage about the Foundation's many accomplishments and support over the years - a place to see the work the Foundation has done. She welcomed everyone to take a look and to let her know what additional items to add.

Hospitality Report. Colleen reported that the March 17, St. Patrick's Day staff appreciation luncheon was a huge success! Colleen thanked everyone who helped decorate and prepare the feast. The perfect amount of meat was purchased and thanks to Greg for cooking it! All the side dishes were delicious as well.

Grad Night Coordinator Report. Courtney Brown couldn't attend meeting and sent the Foundation Board an email on March 20, 2023. Courtney outlined the final details regarding Grad Night as follows: \$23,310 was collected. Costs included: \$15,678 for 115 student tickets and eight adult chaperone tickets; \$5,922.97 for three Charter buses (one ADA); \$407.20 for three hotel rooms for bus drivers; \$225 for three \$75 tips for bus drivers. Total Cost: \$22,233.17.

New Business:

- June graduation plans tabled for next meeting.
- June College Bound trip tabled for next meeting.

Adjourn Meeting: 7:40 p.m.

Next Meeting Dates: 4/18, 5/16, 6/6* (*different that third Tuesday).

ADDENDUM:

- March 7, 2023, Amy Lowry made a **MOTION** via email to approve the purchase of 150 Senior Yard Signs for \$1,451.25. Tiffany Rapp seconded and a majority of the Board replied and approved.
- March 8, 2023, Amy Lowry made a **MOTION** via email to approve the newly created Foundation Sponsorship for Grad Night Ticket(s). After discussion and review of process, majority of Board replied and approved.

Meeting Minutes submitted by Kelly Hallett