





Date: 10/3/25

Time: 12:00P

Facilitator: Virtual

MEETING NOTES:

- **HSA Board Roles and Volunteer Recruitment:** Katie Arcangelo introduced the HSA board members, outlined their roles, and encouraged attendees to consider volunteering for open or upcoming positions, noting the typical two-year term and the need for new volunteers as current terms end.
 - **Board Member Introductions:** Katie Arcangelo listed the current HSA board members and their respective roles, including herself as president, Robin as first vice president, Cindy Lopez as second vice president, Nina as treasurer, Tanya as communications secretary, and Kim as recording secretary, with additional roles such as hospitality chair and room parent coordinator also mentioned.
 - **Volunteer Opportunities:** Katie highlighted the need for additional volunteers for various roles, explaining that many board members are at the end of their two-year terms and inviting interested individuals to reach out after the meeting to discuss starting this year or next.
 - **Fundraising Progress and Financial Goals:** Katie Arcangelo and Nina provided an update on the HSA's fundraising progress, reporting \$16,806 raised so far toward the \$110,000 annual goal, with details on contributions from nut coupons, the color run, and box tops, and highlighted the ongoing and upcoming fundraising opportunities.
 - **Current Fundraising Totals:** Katie reported that the HSA has raised \$16,806 to date, with \$9,973 from nut coupons, \$6,175 from the color run, and \$719 from box tops, noting that box tops have seen a significant increase from the previous year.
 - **Box Tops Promotion:** Katie announced that October is National Box Top month, during which scanned receipts will earn double box tops, and encouraged families to participate to maximize contributions.
 - **Nut Coupons Trends:** Katie explained that nut coupon revenue is expected to increase throughout the year, as some students pay per dress down day rather than purchasing in bulk, and advised attendees to expect fluctuations in this figure.
 - **Review and Planning of HSA Events:** Katie Arcangelo reviewed completed and upcoming HSA events, including the ice cream social, nut coupons, family fun day, Trunk or Treat, Raise Craze, Santa event, family game night, online auction, father-daughter dance, mother-son event, plant
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sale, golf tournament, and June ice cream social, with input from board members and event leads on logistics and feedback.

- **Completed Events and Feedback:** Katie recapped the welcome back ice cream social, nut coupons, and family fun day, noting that family fun day was successful but conflicted with kids' sports schedules, and requested suggestions for better timing to increase participation.
- **Upcoming Event Details:** Katie outlined upcoming events: Trunk or Treat on October 24th (families bring a bag of candy), Raise Craze as the major fundraiser with a \$45,000 goal, Santa Claus event in December, family game night in January, online auction in February, father-daughter dance in March, mother-son event at Mount Laurel, plant sale and golf tournament in April, and a June ice cream social.
- **Raise Craze Fundraiser Structure:** Katie and Robin described Raise Craze as a fundraiser centered on acts of kindness, with students registering online, performing acts such as making cards for the military and donating items to local charities, and aiming for full class participation to win a pizza party.
- **Event Leadership Assignments:** Katie and other board members confirmed event leads: Robin and Tanya for the father-daughter dance, Edith for the mother-son event, Liz for the plant sale, and Nina, Mabel, Pete Reynolds, and Jim Morrissey for the golf tournament.
- **Open Discussion: New Fundraising and Engagement Ideas:** Anna, Mia, Melba, and other attendees proposed new fundraising and engagement ideas, including a loose change drive, class-selected charity competitions, and recycling initiatives, with board members and staff discussing feasibility, past experiences, and integration with existing programs.
 - **Loose Change and Penny Wars:** Anna suggested a monthly loose change collection competition among classes, similar to the existing tab collection, with the winning class receiving a reward; St. and Robin explained that a similar 'Penny Wars' event had been held in previous years and could be revived.
 - **Class-Selected Charities:** Mia proposed allowing classes or grades to select a charity to support with their fundraising efforts, increasing student engagement by connecting donations to causes they care about; Katie and Robin discussed integrating this idea with Raise Craze, allowing students to add their own acts of kindness or charities.
 - **Recycling and Bottle Drives:** Melba inquired about school recycling practices, noting the potential for fundraising through bottle and can collection; St. clarified that the Honor Society manages recycling and uses proceeds for their activities, while Katie and Robin recounted challenges with previous bottle drives and suggested that donations could still benefit the Honor Society.
- **Event Logistics, Budgeting, and Vendor Guidelines:** Katie, Robin, Edith, and others discussed event logistics, emphasizing the need for clear budgeting, approved vendor usage, and food vendor requirements, and provided guidance for event chairs on documentation and purchasing procedures.

- **Budget Documentation Requirements:** Katie instructed event chairs to specify where items are being purchased from in their budgets, requiring line-item details such as 'decorations Amazon \$100,' and offered assistance with budget preparation.
- **Approved Vendor List:** Robin and Katie clarified that Amazon, Stop & Shop, and BJ's are the primary approved vendors for purchases, with Walmart as a possible but less certain option, and advised sticking to the main three to avoid issues.
- **Food Vendor Paperwork:** Robin reminded attendees that any new food vendors must complete paperwork to ensure their food license is on file with Paula, the interim responsible party during Hillary's maternity leave.
- **Meeting Scheduling and Communication:** Katie Arcangelo addressed questions about meeting scheduling, explaining the shift to noon meetings due to improved attendance, and outlined how future meetings will be communicated via email and the school newsletter.
 - **Meeting Time Adjustments:** Katie shared that the noon meeting time resulted in the best attendance in recent history and plans to continue scheduling meetings at this time, with the next meeting likely in the first week of December.
 - **Communication Channels:** Katie and Melba noted that meeting invites and links will be sent to all attendees and included in the school newsletter, with Lara credited for effective email communication.
- **Staffing and Maternity Leave Coverage:** Nina, Robin, St., and Katie discussed the upcoming maternity leave of Hillary, confirming that Paula will cover her responsibilities and advising event leads to prepare in advance for spring events to ensure continuity.
 - **Maternity Leave Timeline:** Nina inquired about Hillary's maternity leave schedule; St. confirmed that Hillary's baby shower is on the 8th, her due date is the 21st, and she will stay as long as possible, but no exact leave date is set.
 - **Interim Coverage and Preparation:** Katie explained that Paula will step in during Hillary's absence and encouraged all event chairs to have their items and plans set up before Hillary leaves to avoid disruptions, especially for spring events.

Follow-up tasks:

- **Volunteer Recruitment:** Reach out to Katie after the meeting if interested in volunteering for open HSA roles. (All meeting participants)
- **Mother-Son Event Planning:** Send details about the mother-son event venue and date to Katie and the board by next week. (EDITH)
- **Approved Vendor List:** Send a list of approved vendors (Amazon, Stop & Shop, BJ's) to event chairs to ensure proper purchasing. (Katie)
- **Spring Event Preparation:** Preset up all event items with Hillary before her maternity leave begins to ensure smooth spring event planning. (All event chairs)



NEXT MEETING

HSA Meeting – December 5th 12p-1p Virtual