

LOOP GENERAL MEETING MINUTES

August 13, 2015

Call to Order: Crystal Monsess

Time: 7:05 p.m.

In Attendance: Cheryl Harvey, Dawn Dike, Lori Hatteberg, Crystal Monsess, Brooke Jacobs, Sarah Maddux, Dr. Rustman, Janet Long, Sally Wallin and Meghan Seiberlich

Secretary's Minutes: Motion to approve July general meeting minutes by Brooke Jacobs; 2nd by Cheryl Harvey. Motion carried.

Treasurer's Report: Cheryl provided. Fund balances as of August 13th were \$6,871.75 for general and \$1,850.00 for technical. Motion to approve treasurer report by Sally Wallin; 2nd by Lori Hatteberg. Motion carried.

Old Business:

1. Teacher Items

- a. **Cheerleading Uniforms:** They have been ordered and we will receive a receipt upon arrival. We have budgeted \$2,500.
2. **Walk-A-Thon:** A tentative date was set for October 2nd. Cheryl Harvey provided a donation letter draft as well as a draft form that allows sponsors to designate what they would like to donate. When finalized, Cheryl Harvey will distribute in Yorkville and Sarah Maddux in Morris. A meeting was set to categorize the prize list.
3. **Best Buy Grant for Computers:** Discontinued at this time as we are not eligible. Will possibly revisit when we are updating technology and can pair it with a teacher training day. Discussion shifted to Kohl's Cares. We will seek information at Yorkville Kohl's as well as the Ottawa distribution center.
4. **2015/16 Sub-Committee Chair/Co-Chair:** Jen Slivka will chair Teacher Appreciation. Janet Long and Emily Friestad will co-chair Santa Shop. Other assignments continued as needed.
5. **Procedures Manual for LOOP events:** continued
6. **Fundraising Promotion:** continued
7. **Open House Recap:** Brooke Jacobs and Lori Hatteberg are co-chairs. Sarah Maddux will show them where all supplies are located.

New Business:

1. **LOOP Volunteers determined by the membership form:** Crystal Monsess compiled a spreadsheet consisting of all LOOP members and volunteers. A copy was given to Brooke for use with Open House.

2. **Santa Shop Headbands:** These were leftover from an eighth grade fundraiser. After discussion, it was decided that LOOP will sell them for \$5.00ea. during concessions.
3. **Concessions:**
 - a. **Schedule:** Lori Hatteberg stated that she could use volunteers to help with concessions as each family was already responsible for 2-3 shifts. Crystal Monsess agreed to take on doing concessions to fill the need when possible. Dr. Rustman requested to move the time back for the admissions table. Workers need to arrive forty minutes before the game.
 - Brooke Jacobs will set up concessions for soccer.
 - Sarah Maddux will set up concessions for volleyball.
 - Janet Long will take down concessions.
 - Lori Hatteberg will pick up and deliver pizza.
 - Sally Wallin will buy candy for concessions.
 - b. **Lisbon Softball:** Ginger Mitchell contacted Crystal Monsess about leftover candy. LOOP will determine if they want to purchase it.
 - c. **Pop Machine Volunteer:** Sarah Maddux will stock the machine initially. Crystal Monsess will check levels and add to concession purchase list.
4. **Treasure Breads:** Julie Fletcher mentioned Treasure Breads as a potential fundraiser. It will be continued to our October or November meeting.
5. **Teacher Items:** Mrs. Heap requested Pampered Chef, Tastefully Simple, and Tupperware book parties to replace the Market Day fundraiser. She will have some of them attend open house with samples of products offered. In December, she also would like to offer babysitting for a parent's night out. In the spring, she proposes a Vienna Beef fundraiser.

Comments/Questions: none at this time

Adjournment: Motion to adjourn by Sally Wallin; 2nd by Sarah Maddux. Motion carried. Meeting was adjourned at 8:06 p.m.