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# Lottie Lanterns Meeting Minutes

## November 7, 2019

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### Call to order

A meeting of Lottie Lanterns was held at Lottie Schmidt Elementary in room C-2 on November 7, 2019 from 3:45-4:55 p.m.

Three documents were provided by Mrs. Berglund: an agenda, a summary of 2018-2019 fundraisers and expenses, and a list of committees with names of last meeting's attendees who signed up to help with that committee.

### Announcements (Presented here in order of agenda provided at start of the meeting. Please note this is not the exact order the items were discussed at the meeting)

1. Mrs. Berglund started the meeting by introducing the Officers and Coordinators, based on those who volunteered for the positions at the previous meetings.
  - Presider: Anne Berglund
  - Vice-Presider: Jeanette Armstrong
  - Treasurers: Anita Mills and Lauren VanPeteghem
  - Fundraiser Coordinator: no volunteers yet
  - Communication: Lisa Macomber and Krystalynn Campbell
  - Secretary: no volunteers yet
  - Teacher Representatives: alternating (attending today's meeting were Mrs. Roberts, Mrs. Walquist, and Mrs. Gaedcke)
  - Lisa Macomber volunteered to drop the Co-Communication position to fill the open spot of Secretary.
2. Meetings for the year: 10/3/19, 11/7/19, 12/5/19, 1/9/20, 2/6/20, 3/5/20, 4/2/20, 5/7/20, 6/4/20
3. Activities planned for the year. Mrs. Berglund discussed the following items:
  - a. Cookie Dough Fundraiser: going on now
  - b. Little Ceasars Pizza Kit Fundraiser in January: will need parent volunteers to help distribute
  - c. Morley's Two-for-One Fundraiser in the Spring: Mrs. Berglund confirmed that this will be moved earlier in the Spring so parents could receive orders before Easter
  - d. December Lock-In on Dec. 6<sup>th</sup> from 3:30-6:30: Information has not yet been distributed to students because Mrs. Berglund is collecting money for other events (Cookie Dough fundraiser, Movie Night). She will be providing Hungry Howie's pizza because they offer a discount. Money raised at this night is divided up and distributed equally among the teachers who chaperone to be used towards their classroom. Mrs. Berglund will not need parent volunteers to chaperone but is seeking help to prepare bags a few days before the event. A sign up was started for people who want to help with this.

e. Holiday Shopping on December 13<sup>th</sup>

f. POPCORN schedule (one of the lanterns) 10/24/19, 11/21/19, 12/19/19, 1/23/20, 2/2/20, 3/19/20, 4/23/20. The question was asked why the popcorn price was not raised to 50 cents as was suggested at the previous meeting; Mrs. Berglund said she does not want to raise the price because at a quarter, more students can afford it. She said it is not really a fundraiser. Mrs. Walquist said she would also prefer the price to remain a quarter, as she (and other teachers) often purchase popcorn for students who do not have money that day and at times, she is purchasing 10+ bags for her class.

g. Box tops (one of the lanterns). Need a couple volunteers. [not discussed at the meeting, but was on agenda]

- h. Two movie nights (as soon as *The Angry Bird 2* is released on November 21).
  - Mrs. Berglund usually purchases the movies on Amazon through pre-order.
  - Mrs. Berglund mentioned that she sent out a survey to parents to ask about whether they would like a pizza dinner option added to Movie Night for November. Only 4 parents responded with half saying “yes” and half saying “no.” Mrs. Berglund decided to move forward with keeping the original movie night snacks. Matthew Macomber volunteered to donate pizzas for the November movie night, with all proceeds going towards Lottie Lanterns, to “get a feel” for whether this would be a valid fundraiser in the future. Mrs. Berglund said that she will be sending out a slip for students to pre-register for movie night in the near future, and she will communicate a head count so pizzas can be ordered
  - A sign-up was started for parents who are willing to help at the November movie night.

i. Need an activity for the Parents in May or June (combine Mother’s Day and Father’s Day) [this was not discussed at the meeting, but was on agenda]

j. Book Fair in March for Reading Month: Book Fair money raised does not go to Lottie Lanterns or the teachers; it is used instead to cover costs of the end-of-the-year Field Day. Each Book Fair makes about \$800.

4. Join and become a member of the Lottie Lanterns (membership form). New members can still join. \$1 gets you voting rights to help choose next year’s officers. Please write on the back of your form any committees you want to be involved in.

5. Vice-President: Jeanette Armstrong (unable to attend due to daughter’s illness)

6. Items teachers have suggested for the fundraising: Mrs. Berglund surveyed teachers. She did not ask individual teachers what they wanted for their own classrooms because “the Lock-In does that.” Missy Pierson suggested looking into the Anchor Bay Community Foundation, as they offer grants to schools. Ms. Berglund said she would look into it. A question was asked about where the grant applications can be found and what their requirements are in terms of having a 501 (c)(3) established. Mrs. Pierson said she wasn’t sure but that the organization has a website [it is located at <https://abcf.us>].

- Sound system. This would be housed in Mr. Materazzi’s room (the Music teacher). It would be a portable system with a microphone.
- Books for the library: Ms. Carlson’s grant was one of the winning ones! Mrs. Roberts mentioned that although \$750 may seem like a lot of money, if each book costs \$10, you are only getting 75

new books into the library. She has discovered that the library books have not been updated since 2006, so additional books are needed. A request was made to see what books kids want to read and what books teachers want them to read, so that parents could donate them. Mrs. Walquist stated that although that is a great idea, a concern is that books you can order at most stores aren't durable enough to last past a few kids reading them. Mrs. Roberts stated a concern that polling the students may not be the best method since the kids aren't even familiar with some of the newer titles that are being sold since they do not see them in the Lottie Schmidt library or in the local New Baltimore/Chesterfield libraries. Mrs. Roberts also said that she can use FirstBook, a website that gives her discounts on certain books at certain times throughout the year.

- Assemblies: Mrs. Berglund stated that in past years, the Lottie Lanterns group has given her \$4,000 to use towards assemblies. She stated that this is not an expectation, but just stressed that it cannot come out of her school budget because there is nothing left over. She has four assemblies planned for this year: two have already occurred, one is planned for Christmas, and the other will occur in 2020 with an author who has recently had several books published.
- Head phones: these are needed for the computer labs. The school has some, but many are broken. They are needed for NWEA MAP testing and State testing. The question was asked about why Anchor Bay Public Schools does not pay for these replacement headphones with taxpayer dollars since they are being used for State testing. Mrs. Berglund said she doesn't know if the district would pay for them. The headphones Mrs. Berglund purchases run about \$10-15 each. The estimate is that 60-70 new headphones are needed for this year.
- Laminating machine. There are a few in the building but 1 does not work consistently. These run about \$2,000 and teachers use them for many things, including preserving students' work.

#### 7. Last year's fund raisers and what was purchased.

- A document was provided by Mrs. Berglund that shows three fundraisers from last year (Little Caesar's, Cherrydale Cookie Dough, and Morley) which collectively netted \$5,140.
- Mrs. Berglund also provided a receipt for the window graphics shipped on 9/30/19, totaling \$6,285.90. Mrs. Berglund said she had a "refund" to cover the additional costs.
- A question was asked about how much money the account currently has. Mrs. Berglund said it "has money from the Lock-In" but did not provide an amount, stating that because she is starting this fresh, she does not have some of this. She said we "may have to split the account once we get going" and that she has a safe in her office to store money until we are ready to make a larger deposit at the bank.
- Mrs. Berglund said that the reason why Lottie Lanterns was closed for a period of time was that there were issues with the money.
- Mrs. Berglund said she is rewriting the bylaws and will share it with the group when finished. She has gotten information from the Anchor Bay School District's Business Office about guidelines and ethics (ex. Two people who are not related must count all money).

#### 8. Open Forum

- The suggestion was made once again to ask parents for cash donations so those who would prefer not to participate in the fundraisers could give money to the school without a portion of it being diverted to a company selling goods. An idea was suggested to run a contest between classes where the class who raises the most money will win an ice-cream or pizza reward.

- Mrs. Berglund said that she knows we have asked to create a Facebook page to communicate with each other about our efforts. She said Lottie Lanterns will not have a Facebook page. She said Lottie Lanterns members are free to share emails or talk to each other on Facebook but that it will not be run by Lottie Lanterns. A question was asked about whether a Weebly website would be fine where we can upload all documents including agendas and minutes. Mrs. Berglund approved this, as long as there is no ability for people to comment on the site. Lisa Macomber volunteered to set this up and will give Mrs. Berglund the password as well.
- A question was asked about whether Lottie Lanterns could meet more frequently as a whole or in committees since it is already November and we have not accomplished much. Additionally, we could schedule meetings at later times to accommodate the working parents who cannot attend the usual 3:45 p.m. meetings. Mrs. Berglund said we could meet at Lottie Schmidt Elementary or off school grounds (but not at a bar). Any Lottie Schmidt parent could attend, even if they did not pay the \$1 for voting rights.
- Clarification was asked for about the difference between the “fundraising” and “event planning” committees. Mrs. Berglund said it would be up to the committees themselves to decide which event/fundraiser they were going to address.
- Krystalynn Campbell proposed that we discuss events and fundraisers that we want to do this year in an effort to start planning them. A list was developed on the whiteboard of ideas which included:
  - American Gymnastics Fundraiser for February. The teachers noted that February is often a shorter month with snow days. Mrs. Campbell volunteered to look into this.
  - Dave’s All-You-Can-Eat Pizza fundraiser. The percentage of sales earned is dependent upon attendance.
  - Ray Weigand’s Pointsetta sales. Danielle Callis brought brochures and information about the fundraiser. Weigand’s offers several items including pointsettas and two different sized wreaths. The order forms would be due in two weeks, with delivery scheduled for the 2<sup>nd</sup> week of December. Since there are other items the school is collecting money for, Mrs. Berglund decided to not run this fundraiser this year, but it will be considered for next year. A suggestion was made to see if they offer a fundraiser in the Spring for around Mother’s Day. Mrs. Callis volunteered to look into this.
  - Talent Show for after Spring Break. Concerns were raised about not having enough space in the Lottie Schmidt cafeteria because it was standing-room only during last year’s 3<sup>rd</sup> grade play. Mrs. Berglund suggested that we could look into using the auditorium at MSS.
  - All-Star Challenge. It may be too late for this to be implemented this year. Naldrett does this and they do it in the fall.
- Mrs. Berglund thanked Mrs. Etes and Mrs. Mills for decorating the front of the school. Mrs. Etes said she may have a company that is willing to donate their time and additional supplies, but nothing is finalized yet.
- A sheet was passed around to gather names and email addresses of those who would like to be included on the email to receive these minutes and so that committees could start meeting separately to accomplish our goals.

## Adjournment

4:55 p.m.

Secretary Lisa Macomber

Date of approval