
Lottie Lanterns Meeting Minutes

December 5, 2019

Call to order

A meeting of Lottie Lanterns was held at Lottie Schmidt Elementary in the library on December 5, 2019 from 3:45-4:36 p.m.

Mrs. Berglund provided an agenda (see attached)

Krystalynn Campbell provided fundraising notes (see attached), created by Mandy Estes (who could not be in attendance today due to sick child).

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. Introductions:

- Presider: Anne Berglund
- Vice-Presider:
- Treasurers: Anita Mills and Lauren VanPeteghem
- Fundraiser Coordinator: Mandy Estes
- Communication: Krystalynn Campbell
- Secretary: Lisa Macomber
- Teacher Representatives: alternating (attending today's meeting were Mrs. Hurley, Mrs. Roberts, Mrs. Chaney, Mrs. Rodgers)

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:

a. Cookie Dough Fundraiser (now) Delivery is scheduled for Monday.

b. Little Caesars Pizza Kits Fundraiser: will be sent home the week of December 16th and will be delivered on January 28th. We will need lots of help setting up/organizing the orders in the Media Center during the morning before students pick up. We also need volunteers to help load up pizzas into the cars on January 28th. Brad Utrup volunteered to create a sign-up form to be sent out for parents who want to help with this.

c. Morley's Two-for-One Fundraiser in the Spring.

d. December Lock In on the 6th from 3:30-6:30 ready to go. The lock-in is seeing an increase in student attendance: 1st lock in had 80 students, the 2nd lock in had roughly 108, and this one will have 131. Honor Society students are coming to help from Anchor Bay High school, particularly with the cookie decorating station.

e. Holiday Shopping on December 13th. We need help setting up tables on December 12th at 9:00 a.m. and for working the event on the 13th (especially for the kindergarten and 1st grader time slots). The shopping schedule went home on the last newsletter. Mandy Estes created a Holiday Shopping sign-up sheet that was passed around.

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.

g. Box tops (one of the lanterns). Stephanie Halicki volunteered to chair this; more volunteers are needed. The company is making the switch shortly to submitting these electronically. If you register through Kroger Rewards, the school can also get donations; this is separate from Box Tops. Mrs. Berglund has received a check from Kroger in the past, which is likely the Kroger Rewards money.

h. Two movie nights are planned. The *Angry Bird 2* movie was shown on November 1st and the Macomber family donated the pizza and gave the profit to the Lottie Lanterns.

- Update for Pizza Sales from Movie Night: Lisa Macomber presented on behalf of Matthew Macomber, who could not attend today due to a sick child. The Macomers purchased 20 pizzas from Hungry Howies on Green Street, who charged \$6/large pizza and sliced them into 10 pieces each. These slices were sold for \$1/each; 143 slices were sold. We offered both cheese and pepperoni and cheese-only pizzas; the recommendation for next time is to do a 50% mix of each, as we ran out of cheese-only pizzas. We would also recommend adding on beverages for purchase, as many people asked about them. This can be done cheaply (2-liters, fruit punch, bottled water) to keep the costs down. A Lottie Lantern donation lantern was also set out to collect donations, and this yielded \$28. So, in total, \$171 was deposited into the Lottie Lanterns account. Matthew would like to thank Brad Utrup for volunteering his time and working the cash box.
- Mrs. Berglund shared that we collected \$216 profit on the \$2/entry fee from this movie night.

i. Need an activity for the Parents in May or June (combine Mother's Day and Father's Day).

j. Book Fair in March for Reading Month...BFG

4. Join and become a member of the Lottie Lanterns (membership form)

5. Vice-President: Jeanette Armstrong has resigned as she is pregnant (congratulations!), so this is an open position if anyone would like it. Mrs. Berglund said this is not really a necessary position to fill for this year, as she is acting in that role for right now.

6. Items teachers have suggested for the fundraising:

- Sound system
- Books for the library
- Assemblies
- Headphones
- Laminating machine

7. Open Forum: Groups first with information.

- Fundraising Committee:
 - Stephanie Brohl called Dave's Pizza Buffet. The profit we will receive increases for every 100 people who attend. She scheduled a fundraiser there for MLK Day, Monday, January 20th. They are willing to split the 4-hour block so we can do 12-2 for lunch and 6-8 for dinner. Mrs. Brohl made flyers (see attached) which can be printed out and passed out and shared on social media. Mrs. Hurley said the teachers could also pass the flyers out with their weekly newsletters. Dave's Pizza Buffet will also allow us to set up a table for a bake sale, although it was decided that we would hold off on this portion until we see how successful this fundraiser is first. The restaurant also offers "healthier" choices (Keto options, Gluten-free, etc.) that they recommend promoting, as everyone seems to be on a diet in January. They even let you sit outside the restaurant and hand out flyers, so we can sign up for shifts. Look for a sign-up sheet to be distributed in the near future.
 - Krystalynn Campbell shared information from when she and Mandy Estes met to discuss the following items:
 - Sunday, Feb 16th from 5-7 p.m.: Flip Out at American Gymnastics. \$12/child for slice of pizza and a drink. Additional pizza slices are \$1. We will receive 50% of total sales as profit at zero cost to us. They do need additional parents who are willing to help chaperone (some parents have already signed up). This event is open up to the public, so feel free to invite family members and friends who do not attend Lottie. Children must be 3-years-old and potty-trained.
 - April 23: Lottie's Got Talent Show at Middle School South. A group will be organized in January to start working through the details (time limits on performances, approving music/routines, deciding if snacks/flowers would be offered for sale). 5th graders may Emcee the night. Teachers are encouraged to create a routine, too! Admission price is planned for around \$3/person, with performers and small children (those who will sit on laps) getting in free. A sign-up sheet was passed around for anyone interested in helping with planning. The group anticipates needing a small budget for balloons to place on the stage, a sign, and programs.
 - Mandy Estes has met with Kevin from Home Depot to fix up the front of the school's landscaping in the Spring as a donation from the company. Mrs. Berglund has talked to Kevin, and stated that whatever is done must be low-maintenance, as it will not be able to be tended to on a regular basis (compared to home landscaping).
- Event Planning:
 - Lisa Macomber shared information about how members of the Event Planning committee met at the Macomber house to plan the Mother's Day and Father's Day event. The group decided on calling it "VIP day" to make it inclusive for all

students (parents, grandparents, neighbors, aunts/uncles, etc. could be invited as a child's VIP). It is tentatively scheduled for Friday, May 29th, before school starts. In previous years, the school charged for attendance, but the committee is trying to seek donations from local companies to make this event free. Randi Martin has spoken to Kroger about donating food. Brad and Audrey Utrup are reaching out to Biggby Coffee and Donut Station. Krystalynn Campbell mentioned that the group will also be seeking donations from BJs for paper products and decorations and from local business owners to possibly sponsor the event in return for their name to be placed on a banner or sign. The theme will play off the VIP name, with a red carpet and Hollywood-inspired sign. The suggestion was made that teachers could be provided with stars, where the kids write who their VIP is and a reason why that person is special to them. These stars could be used for decorations (centerpieces or a Hollywood walk of fame).

- Anita Mills said Jen Jones of Cleaning by Jen is willing to donate a gift certificates towards a cleaning to be used in a raffle basket. .
- Beverly Stankiewicz said she can get Cranbrook gift certificates from her mother, who works there, for a raffle basket as well.
- Anita Mills asked for clarification on the expectations of the Treasurers. Mrs. Berglund said that eventually, the treasurers would take over handling the money. Treasurers would be responsible for attending events where money is collected; if both of Treasurers cannot make it, they must find another representative to cover for them that night so that two people are always present where money is being collect. Both people who handle the money cannot be spouses. The money can also never leave Lottie unless it is going directly to the bank. Mrs. Berglund said that right now, three people are on the list to sign off to account for money going in the account: Mrs. Berglund, Mrs. Carlson, or Mrs. Coleman. Anita Mills and Lauren VanPeteghem can be added to that list soon.
- Bylaws: Mrs. Berglund said these are coming. Lottie Lanterns used to be a PTA but those require dues to be paid in return for some items (ideas, newsletters). There are also PTOs. Lottie Lanterns is not connected with a national organization, so we can create our own bylaws. We can use the previous bylaws, but they will need to be adjusted (two Treasurers instead of one, for example). Mrs. Berglund also has Naldrett Elementary's bylaws we can look at.
- Brad Utrup shared with the group that his wife, Audrey, is a secretary at South River Elementary. He talked with the President of their parent group, who has had great success at their school. They do three fundraisers a year: Little Caesars pizza sales, Ray Wiegand's flowers, and frozen pies around Thanksgiving. He will get a copy of their bylaws for us to look at as well. They only have about 4 people who regularly work and schedule their events, and the President was impressed that we have so many involved at Lottie Lanterns. Brad said that overall, it seems like our group is headed in the right direction.

- Danielle Callis said she reached back out to Ray Wiegand's about a Spring fundraiser, but they are currently busing with their holiday season and will contact her back soon. She will share out with the group once she received information from the company.
- Mrs. Hurley brought up the issue that she had at her child's school where parents forgot to pick up their Little Caesar's Pizza Order and wondered what the plan was for those situations. Mrs. Berglund said that in the past, they start calling parents about an hour before the end of pick up time and if they cannot reach the parents, there is a freezer where they can be housed.

Adjournment

4:36 p.m

Secretary Lisa Macomber

Date of approval