
Lottie Lanterns Meeting Minutes

February 6, 2020

Call to order

A meeting of Lottie Lanterns was held at Lottie Schmidt Elementary in the library on February 6, 2020 from 7:00- 8:20 p.m.

Mrs. Berglund provided an agenda (see attached)

Lisa Macomber provided copies of the January meeting's minutes for those who did not receive the email version.

Anita Mills provided copies of the Treasurer report.

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: Open position
- 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. Gaedke)

2. Treasurer's Report: Anita Mills mentioned that she and Lauren VanPeteghem obtained the financial papers just before Christmas Break and they were able to go over them and create the report in January. Mrs. Mills will finish out the year as Treasurer and then will step down for the 2020-21 school year.

-Mrs. Berglund said that in April/May, we will have new officer elections. The new Treasurer's name will be placed on the bank account. Mrs. Berglund would like two Treasurers again for accountability purposes.

-Mrs. Mills reviewed the report. The 1/23/20 deposit marked "deposit" did not have a memo on the receipt, which is why it is only designated as "deposit" on the report. This deposit likely includes the library grant. Dave's Pizza Buffett is not on there because it has not been deposited. We made \$121.80 on that fundraiser.

- Lisa Macomber mentioned that the 12/5/2020 movie night deposit is wrong. From the minutes on 12/5/2019, \$171 was deposited by Matthew Macomber and Mrs. Berglund for pizza sales and Mrs. Berglund said at the 12/5/2019 meeting that \$216 was deposited from admission sales.

-Matt Macomber asked about the cookie dough fundraiser money. It was stated that it was deposited in an internal account. The Lock-in was also mentioned being on our report, yet it not being a Lottie Lanterns fundraising event. Mrs. Berglund would like to keep the Lock In

money going into the Lottie Lanterns account so that we can write individual teachers checks to use the money in their classrooms.

- Mrs. Berglund said it is “messy” since she took over the Lottie Lanterns account and it can get difficult to find out what money is going into our account versus her internal account. She said that once parents fully take over the Lottie Lanterns group, we can be completely separate in this sense.

-Mandy Estes said she thinks the confusion is with the fundraisers. What fundraisers are going to be school ones and which will be Lottie Lanterns in the future? Mrs. Berglund said Lottie Lanterns can keep the cookie dough fundraiser. Mrs. Estes requested a list from Mrs. Berglund for fundraisers that are “off limits” for Lottie Lanterns next year.

-Mrs. Berglund shared that the previous S.C.O.P.E. parent group used to give each teacher \$150/year for their classrooms. The Lock-In serves a similar function for those teachers who attend and help chaperone the event.

-Mrs. Hurley told Mrs. Estes that she was interested in getting a field trip stipend. Mrs. Berglund said this has not been previously done in the past when the S.C.O.P.E. group existed, but that we could choose to do that if we wanted to.

-Rachel Schweiger requested that paper copies of fundraisers and events be distributed to children, as parents often do not check email or have those dates handy.

-A suggestion was made by Mary Allar to put the upcoming events on the monthly menu that goes home electronically, because then it would be visible all month long for parents to see.

-Krystalynn Campbell said she and Mandy Estes went around to classrooms to let the kids know about the Talent Show and the Flip Out fundraising event. The kids seemed very excited about these events.

-Krystalynn Campbell said that she would be willing to make up an activities calendar and coordinate with Angela Coleman. Mrs. Berglund said that anything we want to make copies of to promote events, we can.

3. Secretary’s Report- Lisa Macomber stated that the minutes were provided via email after the last meeting and they are also available at www.lottielanterns.weebly.com. A few hard copies were also provided. 9 members who were at the January meeting approved the minutes; 0 members rejected it.

4. Presider’s Report- nothing discussed.

5. 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

6. Activities planned for the year:

a. Morley’s Two-for-One Fundraiser in the Spring. (see open forum for notes on this)

c. Popcorn schedule (one of the lanterns) 3/19/20, 4/23/20. Not addressed.

d. Box tops (one of the lanterns). Mrs. Halicki said \$146.30 that was sent in last month was deposited. \$594.70 is this year’s earning so far. The goal was \$1,000. The deadline is March 1st

for this school year. The February sheets that went home with students has extra box top spots so we can mail them in before the deadline for this year. Whatever is collected in April, May, and June will go towards next year's total. Mrs. Halicki said that if she and Beverly need additional help organizing these for submission, they will ask for it.

e. Need an activity for the Parents in May or June (combine Mother's Day and Father's Day).
Not discussed

f. Book Fair in March for Reading Month...Big Friendly Giant will be read schoolwide for Reading Month. Not discussed

7. Join and become a member of the Lottie Lanterns (membership form). Not discussed

8. Items teachers have suggested for the fund raising...

- Sound system
- Books for library
- Assemblies
- Headphones purchased (price for 115= \$400.65... two types of headphones). Some are text-to-speech and some are regular. Anita said she has a different total and asked Mrs. Berglund if she purchased more. There was confusion about which account is paying for what. Mrs. Berglund said it was from an internal account, but she thought we would want to know what was purchased. Mrs. Mills said she does like knowing what was purchased. Matt Macomber said there's a lot of confusion since headphones was on the Lottie Lantern's target items, so he asked for clarification on keeping the items separate.
- Laminating Machine

9. Open Forum:

- Talent Show in April: Krystalynn Campbell asked the group how much should be charged for admission. There will be a \$0 charge for those who are participating in the show. Krystalynn said she was thinking \$3-4 per person with kids under 5-years-old free. Brad Utrup asked what the projected costs would be. Krystalynn said that the Middle school is not charging us for the use of the space. They are thinking of asking the Drama program to help with lights and items. They would like to print programs and grab a few small, low-budget items (Dollar Store balloons, a sign, etc.). Mandy Estes said the auditorium is booked from 3:30-8:30 p.m. so the decision still has to be made on when the Talent Show will start. They are considering having a small get-together (After Glow) after the show for the participants. There is a time limit of 3 minutes per act/ and 5 kids per group. Flyers are due back March 2nd for those interested in participating. Auditions will take place on that Thursday. Mrs. Berglund said that 3-minutes is a bit long, and we might need to limit it to a shorter time. Krystalynn is open to any suggestions, since this is the first year. She also mentioned the possibility of having the Talent Show Dress Rehearsal in the day time at Lottie Schimdt, where each class could come down for a short period to see portions of the show. This would also help get the nerves out of the performers since they will have a chance to perform in front of an audience before the big event. Mrs. Gaedke said that Mrs. Rogers would be a good resource for the planning. She also suggested establishing parameters like whether students could be in multiple groups and allowing senior citizens to get in free (per Anchor Bay tradition). Krystalynn also mentioned setting a cap for charging larger families. A suggestion was made to just make entry on a donation basis so that

students who do not have money can still attend and you may collect more money from families if they are left to decide how much to contribute. Brad Utrup suggested selling space on the program from local businesses to help cover the costs. Krystalynn looked at prices for dance recitals and suggested that those prices be reduced in half since we won't have as many attendees. Or, we could just contact a small number of businesses to have them cover the costs of printing. 5th graders were told that they are able to apply to be the Emcees for the night.

- Mom-to-Mom sales: Emily Varney asked if we were having one. Mrs. Berglund said it was successful for the first two years and bombed the third year. Lisa Macomber said if we move forward with this, we need to make sure we do not overlap with L'Anse Creuse High School-North, since they host the largest Mom-to-Mom sale in Michigan twice a year.

-Stephanie Brohl suggested selling candy bars that we could purchase off Amazon (30 bars in a box for \$14-18). This could generate \$4,000 if every student sold a box. A suggestion was made to look at BJ's Warehouse for donations of these candy bars. Kids could get a raffle ticket for each box sold to help promote the event.

-Mandy Estes suggested doing the form next year that says "don't bother me with fundraisers, I want to write a donation instead..." Naldrett asks each family for \$25 donation and has had success.

-Mandy Estes said Home Depot is submitting paperwork this week. We are hoping they will landscape the front of our building for us.

-Mrs. Gaedke said that field trip stipends would be a great thing because they are tied into curriculum. The costs weigh heavy on the teachers when they have to ask for field trip costs from parents, but they are educational opportunities that the students may not have received otherwise. Mrs. Gaedke said that the thing that is weighing most on teachers' hearts, though, is filling up the library with books that students want to read.

-Mandy asked Mrs. Berglund if Lottie Lanterns should vote on what we spend money on next or if Mrs. Berglund decides. Mrs. Berglund said that we can decide what to spend the money on and how much to donate to things like the library. A suggestion was made to put together a request form where teachers could vote on what they need most right now. Mrs. Gaedke said that there is a committee of teachers who would be willing to decide which books are most needed and are of high-interest to students if we proceed with a library donation.

-Brad Utrup said it's great that everyone is excited this year, but with the start of the group this year, we skipped some important steps like setting up bylaws. He requested to have a draft of these bylaws by the next meeting. Anita Mills said they are working on getting these done. Lisa Macomber said they need to be in place before nominations and elections are made for next year's Executive Board.

-Matt Macomber stressed the need for getting a 501c3 (tax-exemption status) number or to figure out a way to use the current school's. He contacted Meijer and they require this number in order to donate. Meijer donates frequently to local schools and has a 60-day turnaround for providing the funds.

-Lauren VanPeteghem asked about how much a typical library book would cost so we could decide as a group how much to donate to the library.

-A proposal was raised to make a \$750 donation to match the library grant. A vote for this donation was conducted and was unanimous.

-Little Ceasars pizza update- Brad Utrup provided information. Matt and Jen McEveney and Brad Utrup sorted the boxes quickly once they arrived. Brad and Audrey Utrup and Matt and Lisa Macomber passed out pizzas when parents picked them up. We made roughly \$900 which is about half the amount raised last year. One thing to consider: the timing of the fundraiser. In past years, we did it right after Christmas break. Audrey Utrup said the elementary school she works at found the most beneficial time for Little Ceasar's Pizza delivery is March. Matt Macomber suggested next year offering a \$5 optional charge for having pizza kits delivered to houses and Lottie Lanterns volunteers could donate their time to make these deliveries.

-Morley Candy Fundraiser- Mary Allar asked about the timing of this and Mrs. Berglund confirmed that it will be before Easter this year. They will be doing their 2-for-1 deal again. Mandy Estes asked if Lottie Lanterns would get the money and Mrs. Berglund said yes.

-Teachers were asked to leave before we discussed anything further; however, due to the late time, we did not get to the Teacher Appreciation Week discussion.

Adjournment

List of members in attendance:

Anne Berglund
Lisa Macomber
Matthew Macomber
Krystalynn Campbell
Amanda Estes
Audrey Utrup
Brad Utrup
Rachel Schweiger
Jen McEveney
Don Allar
Mary Allar
Rebecca Mercurio
Linda Laem
Dorota Ballard
Cheryl Gaedcke
Stephanie Halicki
Stepahnie Brohl
Anita Mils
Lauren VanPeteghem
Danielle Callis
Emily Varney

Secretary Lisa Macomber

Date of approval