

# MINUTES

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*Date | time* October 11, 2023 2pm-3pm *Meeting called to order by* Ginni Arzadum

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## In Attendance

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Ginni Arzadum, President  
Amanda Fucci, Vice President  
Christina Hanna, Secretary/ Little Sprouts Liaison  
Jane Thom, Communications  
Katherine Havener, Treasurer  
Mark Gedris, Volunteer Coordinator  
Jill Colangelo, Box Top Rewards/ Spirit Night Coordinator  
Chris Sweeney, Staff Appreciation Coordinator  
Adrienne Jewett, Head of School  
Kathleen Holroyd, Director of Admissions

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## Opening Prayer/Introductions

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- Ginni Arzadum read the opening prayer.
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## Items discussed

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Updates from the President:

Ginni and Amanda attended LHS Development Committee meeting held on 9/28 along with representatives from Benedictine Sisters, LHS School Board, and Head of School.

- Goal is to come together as one to streamline activities for fundraising and service events, maintain a master calendar of all areas, and develop list of donors and vendors who provide support.
- The PSG was asked to share timeline for various fundraising activities and master calendar tracker (being finalized now) to support the Dev. Committee and transparency.
- The PSG will have the use of One Cause – a new payment platform for fundraising
  - Removes the need for paper copies and collecting cash/check
  - Can provide a QR code
  - Does charge a 3% processing fee that payees have the option to cover

Upcoming PSG Events:

- October Birthday Celebration for Staff – Oct 16th (gift cards were distributed on Monday)
- Stock the Lounge – Oct 30th
- PSG Lounge Donation – Oct 31st – Tuesday bagels from Panera
- November 8th PSG Meeting – Lome invite to go out next week to all parents/staff to RSVP to plan for space to hold meeting

### Upcoming School Events to Support:

- LHS Golf Tournament – Oct 19th
- Great Ghost Chase – Oct 27th – PSG to sell Krispy Kreme donuts, and sell leftover snacks from the picnic
- Pre/Lower School Trunk or Treat – Oct 31st – Items have been donated on behalf of the PSG
- Feed the Homeless led by the sisters – \$1 minimum monetary donation to receive a dress down day pass for designated day

### Upcoming Spirit Nights:

- Krispy Kreme Fundraiser – Oct 1st – 31st - Post on social media every Friday in Oct (\$860 made from “Flash Sale” last Thursday)
- MOD Pizza – 10/23 - Hours of operation
- Panera – 11/15 – 4-8pm
- Panda Express – 11/18 - Hours of operation

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## Current Financials

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Carry over as of 9/22 is \$5826:

- Cover cost of car wash for Teacher Appreciation Week (\$2500 estimate)
- Preschool graduation signs (65 – \$568 estimate)
- Kindergarten graduation signs (22 - \$214 estimate)
- 8th grade graduation signs (27 - \$245 estimate)

Fundraising items the PSG would like to cover expenses for:

- Spring movie night! Kathleen would like to show the movie HOP sometime around Easter – we will check in with her after Christmas to start planning.
- Teacher Appreciation Week activities

### Fundraising Opportunities by Month

1. September - LHS Sock Fundraiser – socks received and will be distributed to homeroom teachers this week.
2. October/November – Mickman Brothers – promo wreaths will be delivered for school/monastery on 11/20. Ordering closes 12/7. Advertise starting 11/1, every Tues till close.
3. November – Buckland Farms Thanksgiving Pies
  - Flyer to be distributed, start advertising 11/1
  - Waiting for price confirmation from Buckland Farms
  - Can also remind people to order pies on the day of parent/teacher conferences
  - Last day to order 11/10
  - Pickup Tuesday 11/21 – 11am – 1pm – Volunteers needed for pie distribution
  - PSG will provide two of each option for sisters
  - 9” Pies options: Pumpkin, Apple, Rhubarb, Pecan, Cherry Crumb
  - New options this year: Banana Nut Loaf Cake, Cinnamon Crunch Loaf Cake, Pumpkin Cream Cheesecake Roll

- Bypass One Cause platform due to timing and use flyer and PayPal similar to pizza orders for the picnic.
4. December - Holiday Gift Shop – 12/11 – 12/15 – The PSG needs a plan for coverage and volunteers for this week.
  5. January – Penny Drive and car magnets
  6. February/March – See’s Candy and Lynx Croc Charms for Easter baskets
  7. April – “You’ve Been Flocked” for April Fools
  8. May/June – Mini Golf Night paid for by the PSG – Ginni to look into cost estimate

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### Next Meeting

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- November 8, 8:30am