# Meeting Agenda

# January 9th, 2023

Attendees:

Andraya Cutaia, Theresa Annello, Clarissa Galvano, Laurie Miller, Jessica Haffey, Bethany Mascuñana, Arianna Quattrocchi

1. Welcome
2. Approval of minutes from last meeting Bethany Mascuñana

1. General Business
   1. Treasurer’s Report Jess Haffey

* Doesn’t include $5,000 for shirts
* Checking account: $8,100
* Money market: $32,500
* Savings: $8,500
* Costco: - $250
* Amazon: - $50
* Popcorn: - $80
* Venmo: + $103
  + Venmo will be charging taxes on accounts for over $600 in one year; we will need to figure that out for next year
  + Currently connected to Jess Haffey’s husband’s phone number)
  + Look into using Square for next year – see if they charge taxes, can we get exempt for non-profit? (other options: Apple Pay? Zelle?) Clarissa will look into it
* Jeff Haffey is still working on getting an online account for Five Star bank
  1. Teacher Representative Report Mrs. Annello
* Thank you from teachers for the after Winter Break breakfast from Leaf and Bean
* Receipt for the candy canes from the Winter Craft Day
  1. Principal’s Report Mrs. Cutaia/Mrs. Doty
* Discussion about meeting time – we decided to start meetings at 7pm from now on instead of 6:30pm. If there is something we need to talk about as an executive committee, we will meet earlier on that particular day. Next month’s meeting will be at 7pm.

1. New business
   1. Money Requests
   2. PRS Community event- movie night- Raya and the Last Dragon
2. Waters/snacks plates purchased
3. Do we have clubs helping?
4. How many tables need to be set up? Do we need any other parent volunteers

* Gym mats will be cleaned the night before, chairs will be put out for parents
* 4 tables
  + 1 for pizza
  + 1 for popcorn and chips
  + 1 for candy
  + Extra table in the back to put things on
  + 5th table for PRSFA shirts to be sold in the hallway
* Any leftover candy we will put in the teacher’s lounge to sell
* Prices:
  + 50 cents - chips, goldfish, and popcorn
  + $1 – candy, pizza, water
* Pizza
  + Mark’s Pizza in Gates typically has school rates $19.99 per sheet
  + Start with at least 4 sheets – 2 sheets cheese, 2 sheets pepperoni.
  + Delivered at 5:20pm
  + Andraya will update Clarissa on RSVP numbers at the end of the week
* Water - we have 5 cases (40 per case)
* We have cash we can use for change
* Jess will go to the bank to get extra change
* Venmo – have a QR code sign
* Student helpers
  + 2 helpers from Mrs. Barr’s class
  + Mr. Adam’s daughter and a friend offering to help
  + If we have a lot of student volunteers, split the kids into shifts – 6 to 8 kids per shift 1st shift: 5:15 – 6:15pm 2nd shift: 6:15 – 7:15pm
* Setup:
  + Pizza line on one side
  + Candy line on the other side
  + Table in the middle to pay
* Do we want to get a cash box? Yes, bought one during the meeting. 😊 ~ $25
* PRSFA volunteers coming around 5:00pm
* Selling PRSFA shirts in the hallway near the bathroom:
  + $15 for misprinted hoodies (let people know before they buy)
  + $20 for regular hoodies
  + $12 for long sleeve t shirts
  + $5 for small green t shirts
  + $8 gray ones with double color
  + $5 for vintage t shirts
  + Attach a post-it/index card to each shirt with the price?
  + Hang shirts up as samples
  + Also have out stickers and bracelets
  + Separate money for apparel
  1. Yearbook-when do order forms go home?
* The cost is $17, but PRSFA is paying for $2 to make it $15
* Company is scheduled to come do club photos (January 19th)
* Order forms usually go home in February?
* We’ve always paid in April in the past - final order typically submitted before April break
  1. Fundraising?
     1. Wilson Farms beef - beef sticks
* $12.50 for a bag of 15 sticks
  + 1. Delta Sonic – emailed - waiting on response
* You can either purchase them up front and sell back what we don’t sell or we can do order forms to preorder
* $15 coupon for a Super Kiss, we make $7.50 off of each coupon
  + 1. Niagara? All online..
* Easy on our part if it is all online, but we don’t want to do it if we have too many fundraisers going on around that time
* Maybe buy boxes of chocolate bars to have in the main office, sell at family nights, etc.
* Look into Stevers or Olivers instead?
  + 1. Garden Factory
* $25 gift card for $20
  + 1. Restaurants:
* Bill Grays (Gates location on Buffalo Road as opposed to Chili location)
* Panera
* Others?

1. Upcoming Dates to Remember

Friday, Jan. 13th Movie Night at PRS – doors open at 5:30pm, movie starts at 6:00pm

Monday, Jan. 16th Dr. Martin Luther King Jr. Day – No school

Thursday, Jan. 19th Club photos for yearbook  
Friday, Jan. 20th GC Pride Day

Next Meeting Monday February 6th @ 7pm