

4/12/2023 PSO Board Meeting Minutes

Attendees	
Bri Holloway	President
Georgina Westphal	Vice President
Suzanne DeStefano	Archway Glendale Headmaster
Sarah Williamson	Secretary
Synthia Jans	Foundational Events
Victoria Winn	Volunteer & Restaurant Coordinator
Sherri Belanger	Social Committee
Michelle O'Connor	Social Committee
Roxy Shearer	Social Committee
Stephanie White	Social Committee
Kristina Frosch	Lunch Program

Meeting called to order by Bri Holloway, President at 7:04 PM

Meeting Agenda

Mother-Son Event

- Discussion of photography and volunteer needs for this event:
 - Victoria has not yet heard back from GP about whether or not they will be able to send volunteers - there was talk of a sign-up being posted, but she has not heard anything back yet.
 - Per Georgina, more volunteers are *definitely* needed for this event. 2-4 PM is the most important time slot that they need covered. Several people volunteer husbands/family members, and Mrs. DeStefano volunteers herself and her husband. She will also reach out to her daughter and, through her, the GP softball team, to see if more volunteers can be gotten from there.
 - Re: photography at the photo booth/backdrop, it is decided that it may be easier to have people take their own pictures rather than stationing a photographer there, as that way we don't have to worry about sending photos out to people after the event.

- Other material needs for and updates about the event:
 - Georgina would like to borrow the whiteboards (sandwich boards) for the event, which Mrs. DeStefano says is fine. Mrs. Mobley can assist with this. Georgina will be buying ice creams and waters tomorrow and storing them in one of the freezers, wherever there is room.
 - Some discussion of who is in charge of the school Instagram, for purposes of this event; Mrs. DeStefano says Amanda Howe would be the person to reach out to for this.
 - There are 60 sign-ups (120 people, 2 per sign-up) currently registered for the event, which is very good!
 - Coach Lester will be too busy to do paint lines on the field for the event. Some discussion of borrowing the materials to do painting ourselves, but this won't be possible. However, we can borrow the field markers/bases to set the field up.
 - Brief discussion of tournament style - this will need to change a little because of the number of participants - and how to identify team members (using name tags for team numbers/colors, giving the stickers out at check-in, etc.)
 - Georgina inquires about whether anyone have a shade gazebo/ cover that we can borrow for the event. Some discussion of having a blow-up pool with water guns available because of the possible heat, but general consensus is that there would be chaos very quickly.
 - Victoria asks if there a first aid kit we can borrow in case that will be needed. Per Sherri, there is a first aid kit in the ball room on the Archway playground, which can be opened with the A1 key.

Spring Fling

- Updates from Synthia regarding the event:
 - Current counts for ticket/food preorders are so-so (only 23 so far). Synthia will make sure that reminders about the event keep getting reposted on social media.
- Supplies for the event:
 - Popcorn: we will probably go with Harkins for popcorn, because they have large bags available. Much discussion of math and how we might measure the volume of popcorn needed for the event. General consensus seems to be to get around 3 bags of the Harkins popcorn.
 - Some discussion of the supplies that will be needed for the Pie in

the Face station, which we anticipate being very popular. Synthia will be sure to buy a lot more extra whipped cream.

- Some discussion of substituting slightly cheaper per-piece prizes for teacher-run games. It's agreed that this is fine as long as the teachers are communicated with regarding substitutions.
- Much discussion of volunteer needs for the event:
 - The biggest need for this event so far is volunteers. Several jobs (raffle table, ticket table, etc.) need PSO members specifically, since they will involve money handling. Some discussion of who might and might not be available to work the event.
 - Discussion of how a culture of volunteerism might be encouraged, including social media strategies, outreach to incoming families, etc. Mrs. DeStefano in particular wants to explore this more in-depth in future meetings.
- Incoming Kinder families were not invited to Spring Fling this year. Some discussion of whether they should be invited, if we're concerned about low attendance. Sherri does mention that in past years, ticket sales have boomed at the last minute and at the door. Given the change of format, it's agreed that we will see how things go this year and consider inviting incoming Kinder families next year.
- We have a QR code that we can make available so that attendees can pay with their phones for tickets and pizza. This can be helpful if people don't have cash, and we won't have to use the Square payment terminal.

Teacher Appreciation Week

- Shawna is not present to update us on Teacher Appreciation Week, but per Bri, she has it all under control; things should run smoothly.

Restaurant Night

- The next Restaurant Night is Sonic, set for April 26th.
- There is not a Restaurant Night set yet for next month. Victoria wants to know if we can do a poll and see what people actually want for Restaurant Nights in the future (type of food, price range, etc.).

Open Floor

- Some discussion of the Harkins promotion:
 - Orders have to be in by April 16th. We have 200 orders already, which is a great number.

- All the tickets will be shipped to us, and then there will need to be some envelope-stuffing so that tickets can be sent out to purchasers.
- Some discussion of doing this promotion again next year, possibly even earlier in the year.
- Hurricane Harbor offers a similar promotion that we may look into doing as well. This could be offered possibly as early as December, as maybe a “stocking stuffer.”
- Some discussion of a topic touched on at previous meetings - a food truck Restaurant Night.
 - Victoria has reached out to several food trucks and investigated this as a possibility. There are some options which give back, usually on a sliding scale.
 - Much discussion of how and whether we might pursue this, probably in the fall. Options include pairing the food truck night with Reading Under the Stars, or maybe a movie on the field, or even a camp-out night. There could be several options with a lot of synergy.
- Some discussion of spirit shirts and the possibility of opening a (virtual) spirit store supplied by bulk purchases of items like shirts, bows, etc. Victoria has done some research on a supplier that may be promising.
- Separate meetings will probably be needed to discuss the possibility of a virtual spirit store and the need to drum up more volunteers.
- Discussion of the board elections and open meeting coming up in May. If possible, we would like to provide food for the open meeting. We would also like to encourage as many people as possible to be there.
- Some discussion of adding new positions called “event helpers” (or something similar) to the PSO for those who may want to help out with events but not plan them. There is definitely a need for this type of assistance.

Meeting adjourned at 8:30 PM.