

¡Bienvenidos! Welcome!



**Friends of Amigos (FOA)
Meeting Notes
November 4, 2014
6:30 – 8pm
Amigos School Library**

Present: Maija Pratt Rojas, Lyn Kardatzke, Angelita Mireles, Megan Andres, Kelly Bugala

1. Hispanic Heritage evening review

The evening was well attended. There were a few things to discuss as follow-up. Better communication between the school staff, who want time for performances, and FOA would be helpful. The management of children at the event continues to be a challenge. Lilian Rater (Family Liaison) used her some of her FOA budget for food. Some things to consider for the next event: is there money for a high school or college band or a DJ? Perhaps Saturday would be a better day? Would we have to pay the custodians? Should we request food from outside donors? Can we recruit someone not on the FOA board to coordinate?

2. Fundraising update

There will be a few minor revisions to the Annual Appeal letter. We discussed the timeline and assignments to make sure the letter gets out in a timely manner. We will follow up with Staples and Cambridge Reprographics to find out about donated or reduced cost for printing services. For ease of stuffing, we will have the letters pre-folded and reformat the return card to fit in the envelope without folding. The goal is to have everything in place for envelope stuffing on November 22.

3. Budget update

Due to early expenditures, the FOA bank account is running low. We will get the appeal letter out quickly to help with this situation. Debbie is aware of this.