13 Oct 2026 | HSA Meeting

Attendees: Katie Bond, Jessika Larking, Brian and Tessa DeRoner, Marlon and Rhea McCook, Leslie Nettles, Kathy Francis, Ciara Silva, Joe Fanning, Merrill Family

Detailed summary

Overview

The HSA Meeting focused on recent financials (approximately $11,000 in the bank; ~$10 profit from spirit wear this year; $1,200 donated to the school so far), recap of Grandparents Day and spirit wear sales, and planning logistics for upcoming events (Bollingers fundraiser on Oct 27, Fall Fest / Trunk-or-Treat, Turkey Bingo at the firehouse, Fall Fest volunteer/merch strategy, Breakfast with Santa, Mount St. Mary's night, and the Spring gala). The group discussed volunteer coordination, ticketing links, merchandising (new fall/winter items), food and vendor logistics, and photo coverage for events.

Key Financial & Treasurer Notes

- Current bank balance: approximately $11,000.
- Spirit wear profit this school year: roughly $10 (note: likely shorthand—context indicates spirit wear had notable sales, including ~$4,500 on Grandparents Day).
- School donations so far this year: $1,200 (including support for 6th grade field trip and purchase of a puzzle/escape problem-solving box).
- Expected incoming check: ~$695 From the Roy Rogers fundraiser

Event Recaps & Immediate Outcomes

- Grandparents Day
    - Very well attended (500+ people reported).
    - Spirit wear sales that day: roughly $4,500 (plus pre-orders).
    - New sound/PA system performed well.
    - Book-donation recognition: grandparents sponsored books labeled for students (follow-up: Mr. Fanning to ask Ms. Monacelli about timing/fulfillment).
    - Feedback: crowding was significant; suggestion to split Grandparents Day into multiple sessions (e.g., pre-K–3 and 4–8 or separate days) to make the event more manageable.

Upcoming Events — Dates, Plan, and Action Items

- Bollingers Fundraiser
    - Date: Oct 27.
    - Offer: 25% of sales donated by Josh and family (dine-in, takeout, curbside pickup).
    - Spirit wear pre-order/QR code suggested to be available at the restaurant (flyers on tables and QR at checkout).
- Fall Fest / Trunk-or-Treat
    - Trunk spaces: 17 of 20 filled.
    - Current RSVP (as of meeting): 134 kids, 132 adults; RSVP remains open through event day.
    - Event time: 6:30–8:30 PM.
    - Logistics notes: candy supply planning (many donors ran low last year), indoor activities and refreshments available (hot cider), Signup Genius links and app news items used for promotion.
- Turkey Bingo (major focus)
    - Location change: moving from school to the firehouse to access larger venue and firehouse tip-jar fundraising.
    - Ticket sales:
        - Multiple links expected: app under More → Events → Bingo; Facebook invite had link; Tuesday news initially missing link and will be fixed (Mr. Fanning to coordinate with Lynn).
        - Hard tickets are also available through school office (Ms. Smith) and firehouse.
    - Pricing:
        - Higher pricing similar to Cash Bingo; discounted student price (approx. $30; adult price referenced $40–50 range).
    - Format changes:
        - Running the event like Cash Bingo (cash prizes) rather than classic turkey call-offs to avoid complications with frozen turkeys.
        - Plan: each game's winners receive cash; every winner receives a raffle ticket. After regular games and before jackpot, draw 10 raffle tickets for the 10 donated turkeys.
    - Break-even threshold: 133 attendees to break even (current RSVPs suggest that is attainable).
    - Food/Spirit wear:
        - Plan to move spirit wear sales to the firehouse (Sunday afternoon).

        - Food options discussed: pizza (20 pies last year, made profit), hamburgers/hot dogs considered; pizza pricing approach (cost per slice doubled to sell).
    - Logistics & preparation:
        - Ticket packaging: Monday, Oct 19 at 4:30 PM
        - Volunteers: need to coordinate sell/check-in, kitchen staffing, and cleanup. Firehouse staff may help (bingo nights) and student volunteer hours may be awarded for service.
        - Reimbursement/reciprocity: discussion of supporting firehouse by staffing their Friday bingos so they will support Turkey Bingo events.
    - Supplies: plan to use vendor gift cards to purchase sodas/refreshments; contact local stores (Walmart, Safeway) for donations/gift cards.
- Packaging & Volunteer Shifts
    - Ticket bundling/packaging: Oct 19, 4:30 PM (coordinate with Pam).
    - Typical volunteer roles: sign-in, selling daubers, door staffing, kitchen; shifts will be organized
- Breakfast with Santa
    - Recurring winter event; logistical notes:
        - Start volunteer shifts at 6:00 AM; event runs in waves (6–8, 7–9, 9–12 described).
        - Successful menu change last year to French toast sticks (easier logistics).
        - Volunteer support from eighth graders and parent helpers; preparation the night before (fruit prep, decorations).
        - Santa: longstanding alumni Santa to be invited (Amanda or Amber likely hold contact info).
        - Photo logistics: discussion about having a photographer or a ring-light/photo-station; digital-delivery option favored over printing on-site.
        - Vendor and craft tables: vendors (7–12 confirmed interest) and craft/face painting noted; needs fine coordination.
- Mount St. Mary's Night
    - A few Usher spots left (3–4).
    - Reminder for families to attend and wear school spirit.
- Spring Gala / Casino/Horse Race Fundraiser
    - Need: donations for silent/live auction (local businesses, gift cards, experiences).
    - Ticketing: table pricing (8 seats) vs. individual ($50) — tables are discounted when filled.

    - Auction highlights: notable live items (e.g., marquee horse-race packages, coconut cake auction), principal-for-a-day, classroom furniture auction items have previously been big draws.
    - Request: volunteers for solicitation of auction items (Kathy to provide standardized donation letter).
    - Promotion of theme: best dressed encouraged; mixed dress code (formal to casual observed in prior years).

Spirit Wear / Merch

- Inventory & new items (fall/winter line)
    - New items planned: long-sleeve gray shirts, polo, navy full-zip (no hood) with white logo, youth hoodie in blue/navy tie-dye (request for youth sizes).
    - No sweatpants in current batch.
    - Youth tie-dye hoodie intended to disguise stains; youth sizes added due to demand.
    - Pre-order only option discussed (to avoid carrying full inventory at offsite fundraisers).
    - Suggestion: use QR codes/flyers at partner restaurant checkouts (Bollingers) to direct customers to online spirit wear ordering.
    - Size range: up to 2X confirmed; possibly 3X to be checked with vendor.

Volunteer Coordination & SignUp Strategy

- SignUpGenius usage:
    - Concern: overlapping events (Turkey Bingo prep vs. new SignUpGenius releases). Suggest delaying/strategically releasing sign-up links to avoid confusion.
    - Proposal: coordinate with Knights of Columbus and firehouse to recruit dependable volunteers and potentially reduce need for broad parent sign-ups (possible trade: students earning community service hours for helping at firehouse bingos).
    - Action: reach out to Knights of Columbus (Katie to contact, others offered support), and to firehouse for staffing help.
    - For Gala and other events: volunteers needed for donation solicitations, packaging silent auction baskets, event night roles.

Photo Coverage & Marketing

- Assign one lead per event to collect/send photos to Advancement (Jen Buckheister) for archived use (brochures and promotions).
- Proposal: have advancement staff or a dedicated photographer cover events for consistent quality; Lynn previously provided Blessing of the Animals photos.
- Digital-first photo strategy endorsed (send digital images to families rather than printing on-site). Consider a ring-light station at Santa for families to take immediate photos on their phones; one HSA-supplied photographer for event records.

Action Items & Assignments (who / what / when)

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- Mr. Fanning:
    - Confirm timing and fulfillment of Grandparents Day donated books with Terry.
    - Fix Turkey Bingo ticket link in Tuesday News and coordinate with Lynn.
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- Leslie:
    - Confirm turkey donor signage/stickers or produce labels for turkeys to indicate donor (Chef's / farmer attribution).
    - Coordinate with Pam for ticket packaging on Oct 19 at 4:30 PM.
    - Follow up with local stores (Walmart, Safeway) for gift card/product donations for Fall Fest and Turkey Bingo.
    - Confirm spirit wear vendor size availability (2X / 3X) and lead on pre-order logistics.
    - Finalize spirit wear inventory and online shop presence; provide QR/flyer assets for Bollingers/Fall Fest.
- Katie
    - Reach out to Knights of Columbus for volunteer support for Turkey Bingo and other events.
- Lynn (or Advancement rep):
    - Ensure event links and tickets are posted correctly in the app and Tuesday news.
    - Coordinate photo coverage expectations with Jen; appoint event photo lead(s).
- Ciara:
    - Assist with ticket packaging/logistics and preparing food plan for Turkey Bingo (pizza/hamburgers) — confirm pizza order needs.
- All event leads:
    - Assign a photo point-person and send event photos to Jen promptly after events.

    - Populate SignUpGenius as appropriate but coordinate release timing to avoid overlap and confusion.
- Gala team:
    - Distribute standardized donation letter to volunteers soliciting silent auction items; begin collecting auction items year-round.
- Volunteers/general:
    - Continue filling Fall Fest trunk spaces (3 remaining as of meeting).
    - Purchase and prepare candy/inventory for Fall Fest and Turkey Bingo; monitor RSVP counts and adjust supplies accordingly.

Open Questions / Follow-ups Requested

- Finalize food plan for Turkey Bingo (number of pizzas/pies vs. burgers/hot dogs) and place vendor orders (Sue / volunteer food lead to confirm).
- Confirm Santa contact for Breakfast with Santa (Amanda / Amber to provide or confirm).
- Confirm photographer availability for Breakfast with Santa and other winter events (Leslie to contact her photography contact; confirm any reimbursement policy).
- Confirm quantity and labeling method for donated turkeys for the turkey raffle (donor-provided stickers vs. HSA-printed labels).
- Finalize spirit wear sizes and online ordering launch timing (pre-order vs. in-person sales) and distribute QR/flyers for Bollingers fundraiser.
