10 Nov 2026 | HSA Meeting

Detailed summary

Overview

The HSA Meeting (Alexis Burns leading) focused on planning upcoming events—Breakfast with Santa, Italian Dinner, Mount St. Mary's usher fundraising night, Carnival raffle ticket sales, spirit wear, and ongoing vendor/food logistics—and on equipment/supply needs (coffee brewing equipment, photo workflow, candy donations). Action items and open questions center on volunteer sign-ups, digital photo delivery for Santa photos, budgeting/approval process for equipment purchases (notably commercial coffee makers), and clarifying raffle ticket procedures.

Key decisions, requests, and action items

- Breakfast with Santa
    - Move to an all-digital photo delivery system (QR-code workflow) so families receive images immediately; Alexis (or Alexis's contact) has a script and will pilot a QR matching/sign-in solution. Amber (photographer) will reach out to aspiring/high-school photographers; Amber may photograph if needed.
    - Use QR-code sign-in/photo timecoding; test with an initial manual info sheet (family holds paper with name) as backup for first year.
    - Shift from printed photos to digital-only to reduce printing logistics and turnaround time.
    - Need candy donations and clarification of whether trunk owners bring their own candy (current practice: trunks mostly supply their own candy; some ran out—example: Mr. Fanning). Proposal for pooled donations (e.g., goldfish crackers) so each trunk receives a bag of candy.
    - Volunteer staffing: request for teacher-staffed decorated cars (e.g., a haunted bus idea) and use of teachers/parents to stand outside for distribution when vehicle owners cannot.
    - Photographer contact: Amber will attempt to secure photographers and pursue a high-school student option; Leslie to be included in vendor sign-up view (Leslie currently not receiving some event emails).
- Mount St. Mary's (MSS) usher fundraiser
    - MSS usher night: need 5 ushers at $50 each to reach $250 ($200 net to school). Currently 4 more ushers needed to fill slots (fill all 5 ushers yields

$1,000 check if fully filled? — Alexis: if all slots filled MSS writes a check for $1,000; they clarified $50 per usher & $250 if fewer).
    - Ushers wear red jackets; families can attend; duties include pre-game arrival, bleacher sweep after the game. Shift ends around 9:30–10:00 pm (approx. 2-hour commitment).
- Carnival raffle (tuition raffle)
    - Need improved messaging and earlier distribution (target: send tickets end of February / before spring sports fundraising starts). Goal: have tickets out before Easter and spring sports fundraising conflict.
    - Past confusion over prize wording (tax/tuition handling): raffle payout was handled as tuition paid to the school by HSA (example: past winner's tuition covered; HSA purchased tuition from the school). Recommendation: clarify instructions so buyers/sellers understand prize form and redemption (avoid implying winner personally receives cash check for tuition).
    - Distribution/sales expectations: historically families asked to sell a set number (example: 10 tickets/family) and return unsold tickets; need to re-establish tracking and collection procedure.
- Italian Dinner fundraising & volunteer sign-up
    - Signup Genius will be posted after Breakfast with Santa (detailed sign-up broken into smaller, grocery-store–size donations rather than large wholesale cans). Alexis will provide conversions and make the sign-up more accessible.
    - Plan to recruit volunteers and eighth graders (or upper-grade students) to supervise craft tables / watch younger children during events to free parents to volunteer.
- Spirit wear / merch
    - New items available: green sweatshirts and T-shirts, royal/green colors, gray long-sleeve, navy full-zip (embroidered), tie-dye kids hoodie, 20-oz insulated tumblers. Some sizes (up to 4X) available by special order.
    - Printer donated/arranged (Lexi's contact gave special pricing / first-client benefit).
- Seton Center / community support
    - HSA donated 10 Turkeys from canceled Bingo to Seton Center; Seton Center also runs a Thanksgiving meal at the fire hall (volunteer opportunities available; Alexis will forward volunteer sign-up form with 1.5-hour slots).

Logistics, supplies, and operational issues

- Coffee service & equipment (major recurring topic)
    - Current state: multiple small/older coffee brewers; parts go missing; inconsistent brewing. Past events required Leslie to manage brewing frequently (single-person dependency).

    - Proposal: purchase a more durable, commercial-grade coffee brewer (examples discussed: $145 consumer brewer is failing; commercial units could be $300–$600; hotel/restaurant-style units suggested). Concerns: cost, durability, user training, and ongoing damage/missing parts.
    - Interim measures: use existing “black” insulated containers for serving (safer/hot-to-touch issues; recommended for serving to kids), label equipment, digitize and store user manuals, and create simple instructions (etiquette/user policy) and a SignUp Genius slot for people to commit to running coffee so responsibility isn’t concentrated on one person.
    - Alternative fundraising/monetization idea: Drive-by drinks or morning coffee sales (e.g., $4–$5 per cup) at school drop-off; concerns raised about operational burden vs. revenue (squeeze vs. juice). Suggestions: pilot once (e.g., on half-day or event day) or pair with a larger post-event (afternoon pickup) to increase sales.
    - Action items: research restaurant depot/Costco/Restaurant Depot pricing for commercial brewers; agree budget/approval process for equipment purchases (see Governance below).
- Food supply & menu items
    - Breakfast with Santa: reduce over-purchasing (past leftover: 40 lb bacon), adjust quantities, and continue to source sausage/bacon via Sue (who can buy and then sell back/remit). Avoid buying pancake mix (not needed). Continue to use insulated black containers for coffee/cider distribution.
    - Label and inventory food-service items; centralize storage and instructions. Use existing sign-up (and physical tubs) to track supplies.
    - Vendor mix for events: mostly small local vendors (baked goods, 3D printing/art, landscape products, photographers, nails, direct-sales vendors like doTERRA and Tastefully Simple). Continue to solicit mom-and-pop vendors; encourage early vendor confirmations and ensure contact info is current.
- Photo workflow and vendor management
    - Implement QR-code + script-based photo delivery for Breakfast with Santa to provide immediate digital photo access tied to sign-in/timecode. Alexis has an existing script and will start development/testing.
    - Amber will try to secure photographers or a high-school photographer; Amber can step in if needed.
    - Create a vendor checklist and a vendor contact list; ensure sign-up forms are current (one old HSA contact created missed orders and communications—need to ensure system ownership is Amanda and that contact info is updated).

Governance, finance, and approvals

- Expense approval practice
    - Current practice: informal, discussed among core group; larger expenses sometimes discussed among a subgroup ('four of us'). No formalized approval threshold identified.
    - Need to clarify bylaws/process for approving purchases (e.g., what dollar amount requires a vote/treasurer/school approval). This is especially relevant for proposed coffee-equipment purchases (examples discussed: $145 consumer unit vs. $300–$600 commercial unit).
    - Action item: draft/confirm a simple expense-approval policy (thresholds, who signs off) and communicate it to volunteers.
- Fundraising totals & numeric targets referenced
    - Mount St. Mary's ushering: need 5 ushers at $50/usher (gap: 4 more needed to reach target referenced).
    - Carnival raffle: target sales and distribution timing to be improved; prior years involved selling 10 or 20 tickets per family (historical incentives: for 20 tickets sold earns an out of uniform pass).
    - Bingo cancellation donation: Turkeys were donated to Seton Center

Communications and sign-ups

- SignUp Genius usage
    - Must ensure HSA is selected as org (Leslie changed sign-up from Advancement to HSA). Keep sign-up links visible in chat/newsletter and ensure Leslie and other leads receive notification access and editing rights.
    - Post Italian Dinner sign-up after Breakfast with Santa.
    - Post clarification and contact instructions if families have missing or misdirected sign-up confirmations.

Volunteer staffing and youth participation

- Encourage teacher and parent volunteers to staff decorated trunks/cars and man craft tables, with idea to staff some cars as teachers (teacher-decorated car(s) for Fall Fest).
- Explore enabling middleschool students (7th/8th graders) to help supervise younger children or assist during events (safety and chaperone policy to confirm).
- Training/documentation: prepare simple instructions, posted manuals, and a labeled inventory to reduce single-person knowledge dependency (especially for coffee equipment and event setup).

Follow-ups and owners

- Katie
    - Katie to forward the Seton Center volunteer form and details.
- Leslie
    - Leslie to share QR-code photo workflow script and coordinate pilot/testing; provide vendor checklist and conversions for Italian Dinner Signup Genius.
    - Verify receipt of event emails and access to sign-up lists; continue supporting coffee operations and training others on coffee makers; help document coffee equipment usage/process.
    - Rework raffle wording and distribution instructions (clarify prize as tuition payment handled through school/HSA), schedule ticket distribution for end of February/early March, and provide clear seller guidance/incentives.
    - Post Italian Dinner sign-up after Breakfast with Santa; post vendor and volunteer needs well in advance; ensure roles and counts are clearly listed.
- Amanda
    - Work with Amber to contact photographers/aspiring HS photographers and confirm coverage for Breakfast with Santa.
    - Research commercial coffee brewer options and pricing (Restaurant Depot / Costco / Sam's / commercial vendors) and draft a recommended purchase with cost estimate for approval.
    - Draft/clarify expense-approval policy and thresholds; present for group agreement.

Outstanding questions and open items

- Exact approval threshold and formal process for purchases (who signs off on purchases above $X).
- Final decision on purchasing a commercial coffee brewer: which model, cost, storage, who will be trained, and budget source.
- Confirmation of photographer(s) for Breakfast with Santa and photo workflow testing.
- Carnival raffle logistics: final prize wording, ticket distribution process, incentives per family, and tracking/collection process.