

SREF Monthly Meeting Minutes September 21, 2010

Meeting was called to order at 7:04 pm by Lisa Khemani

In attendance:

Phyllis Nash

Jessica Crocker

Lisa Khemani

Kim Delaney

Karen Weitzel

Dionne Lacey- Artis

Darcey Devine

Tina Ann Thompson

Ms. Dorsett

Eileen Kirkland

Adoption of Agenda

Action Items:

postpone discussion of expenses for Falcons Day

Darcey collected info from officers for ADT

Reviewed and approved August Minutes.

Treasurer Report:

- Insurance policy was paid \$370.68 for one year.
- Senator Henson made a \$50 donation for the Low Country Boil
- Repaying the PTA for the purchase of *no dog poop please* signs as requested by Coach Kearney
- Payment to Lisa Khemani for reimbursement of Paypal fees and payment to Mtn. Creek Pool for lifeguard during LCB.

Lisa created new check request forms. She proposed that if a person requests a reimbursement check, that they not be the only check signer. Seconded by Dionne. All approve

Phyllis will speak with a CPA about handling the tax returns.

Phyllis proposes giving Ms. Dorsett a check card for access to the ECP (Extended Care Program) bank account to purchase food and supplies. Darcey seconds. all approve

Darcey proposes that Ms. Dorsett have the ability to select and approve suppliers and vendors under \$300 for ECP. Lisa seconds. All approve.

Lisa proposes to approve the purchase of walkie talkies and chargers for use by ECP and all other SREF committees. Tina seconds. All approve.

Lisa will maintain checks numbered 1051-1075, Darcey will maintain the remained including the checkbook for ECP..

Reports:

Discussed **SRCS ECP:**

- Program is going well. Children and parents are satisfied.
- Discussion of appropriate snacks considering refrigeration, storage and time limitations. Lisa will create a suggested food list for Ms. Dorsett.
- Art vendor would like to increase hours by adding Friday at a cost of \$50 per week.
- Ms. Dorsett brought up the problem of unregistered children being brought to ECP when parents are late to pick up. If a parent is going to use ECP as a fall back for drop in care they need to fill out the registration packet. Lisa will review this with the PTA and Mr. Moore.
- Discussed the occasional bounced check. Ms Dorsett will be charging the \$35 per check as outlined in the registration.
- ADP will be retained to handle ECP payroll. Darcey and Phyllis reviewed multiple vendors and they were the best. They charge \$100 per pay period, \$2000-\$2500 annual. Tina proposes the motion, Darcey seconds, all approve.

Low Country Boil Fundraiser: The first annual LCB was a success. Sold \$3000 in tickets and had expenses of \$2374.46. Many guests asked when we will doing it again. Jessica will be working on setting up a second event in 2011 and tweaking the activities and costs.

Organizational Structure:

- Phyllis proposes that we change our calendar to follow the school calendar and holding elections in May. Lisa asks if this is okay as per by-laws. Phyllis will review and bring up the discussion at next meeting.
- current terms are 2 years and we will need to discuss nominations and possibly a nominating committee.

HiSR:

- Darcey has deposited over \$14000 into the general checking account from vendor deposits
- Darcey has created a marketing plan but needs volunteers to act on it. Jessica will continue working on adding volunteers.
- Jessica will take control of marketing, Lisa And Eileen will handle customers, Darcey and Tina will manage Vendors.
- Darcey would like to add more signage and will review if a special sign permit is needed.
- Mr. Moore has requested buses and ordered tables. Lisa will review the request paperwork to insure no surprises.
- Jessica confirmed that the janitor (Kevin) is ready.
- Phyllis will speak with insurance agent about a rider for the Sears parking lot.
- Darcey explained that there will be 150 vendor spaces, the gym will not be used and that a map will be produced before the event.
- Discussed the need for Sip n Nibble to be better at delivering vendor ordered meals in a timely manner. Chik fil A really held back last year and the Girl Scouts suffered. Make sure that Traci Scott is aware of the issues.

Meeting adjourned at 9:34pm by Jessica Crocker and seconded by Karen Weitzel. All approved

