

## **St. Stephen Parent Support Group Board Meeting Summary – 11/22/22**

**Attendees:** PSG Board Members: Chair – Chris Lutsic, Co-Chair – Cassy Cortese, Communications – Tracy Duran, Events Coordinators - Jennifer Ruffner

### **Meeting called to order and opening prayer**

### **Review Action Items and Discussion:**

1. Plan to add Cassy-Co-Chair to bank account as signer because of Chris-Chair availability. All board members present voted in favor. Chris and Cassy to handle paperwork at bank.
2. Coordinate all St. Stephen groups to communicate all activities/events on one calendar to avoid competition and provide greater information fluidity – schedule a meeting with group leaders.
3. Applefest
  - a. Final profit is \$9,920.57. Sent 'Thank you' to school parents via Remind and in parish bulletin.
  - b. 46 vendors returning next year – already \$4,000 in revenue
4. Display case by office is still available for advertising group. Display is complete per Crystal, Cricket Bodary, and Tracy.
5. Mr. B approved Nun pass - gives students 4 jean days for \$20 – will be available in the office for purchase. Also approved students to receive free jean day if parent attends PSG meeting.
6. Advent Tea
  - a. Cricket will handle wreath raffle tickets and display. Wreaths and baskets are on display. Applied for state license for 50/50, wreath, basket raffles. Required to report back to state about outcome. Need different color tickets for each raffle. Raffle license approved by state. Tickets should arrive soon. Presale raffle to be available 11/28/22.
  - b. 11 7<sup>th</sup> & 8<sup>th</sup> graders to perform nativity along with some 5<sup>th</sup> & 6<sup>th</sup> graders to fill in.
  - c. Reserve 3 tables for individual seats.
  - d. Wreaths are donated by grade. All other grades covered. Request \$5 donation from each parent to send into class.
  - e. Cost is \$65 per table.
  - f. Profits will help purchase new textbooks.
7. Dearborn Brand at Christmas
  - g. 11/14/22 – Distribute Dearborn fundraiser to parishioners and school families
  - h. 12/5/22 – Dearborn orders due back to St. Stephen from parishioners and school families.
  - i. 12/19/22 – Dearborn to deliver order to St. Stephen
  - j. Proceeds go to spring field trip
  - k. Cara Altherr to take over lead going forward.
8. Secret Santa Workshop – children shop for Christmas gifts
  - a. Setup 12/6
  - b. 12/7, 12/8, 12/9 will be shopping during school day. Mrs. Cameron will handle cash box.
  - c. 12/10 is added shopping day for parents with students.

- d. Santa will visit 12/10 from 2 pm – 4 pm. Will also have cocoa and cookies, pizza and snacks. Parishioners will be invited. Ornament and nativity stocking crafts available. Christmas Movie – 2 p.m. – 6 p.m.
  - e. Have students create decorations such as handprint Christmas tree
  - f. Opportunities for parents to volunteer to help to be added to Signup Genius. Signup Genius updated. Message sent to parents to volunteer.
  - g. Santa Workshop forms went home.
  - h. Cara has chairs for Mr. and Mrs. Claus – will station in front of the gym – decorate doors with tablecloths.
  - i. Jennifer ordered toys for Santa gifts, and Crystal has candy canes.
  - j. Use 7<sup>th</sup> grade room for shopping, be sure to block off rest of school. Use parent as hall monitor to help children refrain from running through school.
  - k. GFS cookies that are precut – find gluten free option – Jennifer to shop.
  - l. Pizza @ 4 pm (Popcorn, Rice Krispy Treats, Nachos w/Cheese & Salsa, Pretzel Bites (Nancy Vorce) – pizza (Anthony Duran), hot chocolate bar, snacks (Jennifer) – have recipe for dairy free hot chocolate (Carly Orris) – need signs to distinguish allergen free options
  - m. Movie – Chris has projector and speaker – Charlie Brown Christmas (Tracy)
  - n. Play Christmas music in hallway (Jennifer)
9. Remaining 22-23 Events
- l. Little Caesar Kits – after Christmas break – via hard copy order – might add online ordering at later date – need volunteers for drive up order pick up.
  - m. Daddy/Daughter Dance and Mom/Son game night Feb. 2023
  - n. Donuts with dad and muffins with mom spring 2023 – doughnuts and muffins to be donated by a generous giver – will be held during the school day with invite to parents to attend
  - o. Dearborn Easter Fundraiser
  - p. May family fair – 1 day – June 3 - go to Parish Council with details to get approval
    - i. SmallVendor/Craft show
    - ii. Food truck vendors (10-15) will pay to be on property
    - iii. Looking into inflatable companies w/ insurance – go to Parish Council with details to get approval.
    - iv. We will have to pay via profit share Craft beer vendors – will need to sell tickets for beer – reusable tickets/chips – set guidelines to be inline with Catholic values for vendor merch.
    - v. Portapotties
    - vi. First aid tent with parent volunteers
    - vii. Designated driver program (per party) with wristband w/ incentive for those individuals
    - viii. Contact Miller to use parking

- ix. Activities – Bingo, Raffles baskets, 50/50, Dunk tank, Inflatables, Relay Race – make fair groups - signup, Lawn games, kids' games, sack race (have sacks) – baseball game
- 10. Mr. B report from previous meeting:
  - a. Will investigate book fair – used to be held the first week in November
- 11. Recruitment – each board member to invite other parents to attend meetings. Make meetings more social with coffee, doughnuts, pizza, etc.

**Parent Service Opportunities – If interested, please volunteer via Signup Genius:**

<https://www.signupgenius.com/tabs/53173da06a7c9efc53-ststephen1>



- 1. 2024 Auction – February 2024 – Need parent lead

**Next Meeting: Tuesday, 11/29/22 at 8:15 a.m. in the lunchroom**

**Closing Prayer and Meeting Adjourned**