

QSF Board Meeting
8/3/17@7pm
Valera Storey's Residence

In Attendance:

Staff: Mrs. Kiernan.

QSF Board:

Michael Montage - President
Mandy Courneya- Vice President
Valera Storey – Treasurer
Tristen Jones – Marketing

1. Upcoming QSF Events

- a. Class List Posting, Outside of Office 8/4 @4pm
 - i. Setup @ 3:45 Valera, Tristen, Mike, Mandy
 - ii. Supplies
 1. Cafeteria Table
 2. Banner – Valera will bring
 3. Flyers – Valera will bring
 4. Sign-Up Sheet – Tristen will create
 5. Donation Box – Valera will bring
 6. Laptop for Electronic Donations – Mike will bring
- b. Boohoo/Yahoo Coffee, Multipurpose Room, 8/10 @8:10
 - i. Set-up @ 7:30am – Valera, Mandy, Possibly Tristen and Mike
 - ii. Supplies
 1. Donations
 - a. Aria Farm – May Donate Fruit – Mandy will confirm & prep if needed
 - b. Starbucks Tracy – Mike
 - c. Dunkin Donuts – Mike
 2. Purchase (back up If no donations)
 - a. Coffee – Using large pot that requires an outlet
 - b. Keurig – Tea and Decaff – Valera's & Mandy
 - c. Cups/Creamer/Sugar/Napkins
 3. QSF Table
 - a. Flyers
 - b. Donation Box
 - c. No table cloths
 - d. Decorations from Storage Room red stars
 4. Mike will Speak at 8:20
 - a. Check if Administration will be speaking
 5. QSF PowerPoint
 - a. Mike will update
 - b. Valera will Provide 2016/2017 for update

- c. Movie Night, Multipurpose Room, 8/11 @7pm
 - i. Boss Baby Movie,
 - 1. Movie Purchased
 - 2. Will be raffled at event
 - ii. Set-up @6:30
 - iii. Concession \$1 all items
 - 1. Free Popcorn & Water
 - 2. Petty Cash Box
 - iv. Wristbands for all children with adults
 - v. Sign in Sheets
 - d. First QSF Meeting, 8/24 @7pm
 - i. Administrative meeting 8/22 @8:30
 - ii. Possible teacher attendance gift for attending meetings, supply or gift certificate
 - e. Proposed August Restaurant Night
 - i. Texas Road House
 - ii. Delivery Possibly Pizza
 - iii. Mike will organize and update with set schedule
 - iv. Restaurant Night Coordinator Needed
2. QSF Tiered Donation Project
- a. Labels to be applied to envelopes, Envelopes stapled to Flyer
 - b. Flyers to go home with Students Friday, 8/11
 - c. QSF Website and QSF Facebook will market flyers and contest
 - d. Mrs. Kiernan needs an example by Tuesday to show teachers
 - e. Contest starting 8/10, ending 8/31
 - i. MOST FUND
 - 1. Prize \$100 Amazon Gift Cert for classroom supplies and popcorn part for class.
 - ii. MOST RETURNED COMPLETED QSF ENVELOPES
 - 1. Prize \$25 Amazon Gift Certificate for classroom supplies and popcorn party for class.
 - a. % to be used for calculations since class size varies.
3. QSF Budget – Valera
- a. Starting QSF 2017/2018 bank account 7/1 15,002.32 ending 7/31/17 10,113.39,
 - i. Petty Cash 300.00
 - b. Current Account Balance 8/3/17 @7pm \$9,883.85, petty cash \$384, Outstanding receipts at approximately \$900.
 - c. QuickBooks Online has been setup and to be used going forward for accounting.
 - d. National Night Out 8/1/2017 @7pm Questa Park,
 - i. Lemonade was provided for free, Ice cream and popsicles sold at \$1 each.
 - ii. Sale/Donations \$184,
 - 1. Lemonade, Ice cream, popsicles & ice @ 122.75
 - e. Outstanding Costs from Approved QSF 2016/17 Projects
 - i. Stage Upgrade 16/17 Lighting purchase but needs to be installed.

- ii. Dot & Dash 16/17, Reimbursement for cart and bins purchase by QSF members.
4. QSF Website www.mhqsf.org
 - a. Calendars will be updated on website and Facebook Page
 - b. Update Volunteer Links – reword Class Volunteer to Class Parent
5. QSF Facebook
 - a. Push all post towards QSF website using link on website.
 - b. QSF users need to be updated.
6. Remind App
 - a. To send registered users text messages.
 - b. Mike will set up & create flyer
7. Questa School Newsletter
 - a. Confirm Lucki will complete QSF bi monthly blub for Questa Elementary Newsletter
8. School Bulletin Boards
 - a. Flyers will be put into bulletin boards and backgrounds updated – Valera
9. QSF Board Member Name Tags & Shirt
 - a. Budget of \$100 approved
 - b. Mike will manage project.
 - c. Vote - all agreed.

Next Board Meeting Agenda Items

- Update Events including Restaurant Nights
- Proposal for locked donation box in office, similar to the lunch money box