



**November 15 at 7:00 PM  
Meeting Notes**

Meeting Attendees:

*Stefanie Boehler, Kaye and Chris Chervenak, Kristen O'Neil, Rebecca Jones, MaryAnn Weitzel, Michelle Gorguis, Mindy Mazurek, Marjorie Bresson, Lauren Bukowski, Nikki Wallace, Asia Viers, Kathryn Siykhovse, Amyra Burks, Cheryl McClintock, Sally Yousif, Mandy Starski, Kristine Dunn, Carol Deladurantey, Miriam Gomez, Karen Hathaway, Cristin Joy, Donna and Jerry Widmen, Rakhi McCormick, Heather Hoff, Dorothy Ursaki, Michele Colosi.*

1. Call to order (Michele): 7:04 pm
2. Opening prayer (Mr. Turk)
  - a. Group prayer Hail Mary (Michele)
3. Introductions (Michele)
4. Principal's Report (Mr. Turk)
  - a. Skipped, Mr. Turk was not able to attend the GAP meeting
5. Treasurer's Report (Stefanie)
  - a. Revenue To-Date: \$27,663.83
    - i. Jog-a-thon: \$26,245
    - ii. Uniform Sales: \$310
    - iii. Fall Mom2Mom: \$2,300
6. Event Committee Reports (Michele)
  - Fall Family Bingo Night: Sept.30 (Amyra)
    - We had a great turnout. The chair recommend adjusting pricing for family sizes (example: 3-7 is X price, over 8 us Y price) instead of everyone playing the same group/family price. During the event they had spaghetti, bread, salad, and great prizes. The kids enjoyed the event. Volunteer help went well. Bingo cards remaining will be used for Spring bingo.



- Jog-a-Thon: Oct.4 (Cristin)
  - The jog-a-thon was a big success. We almost doubled budget with the goal of raising \$15,000 and we came in with net of \$26,000. The only remaining items post-event are popsicles for students and the winning class field trip is this Friday.
- Fall Mom2Mom Sale: Oct.15 (Mandy)
  - Most of the budget revenue came from table fees. They sold 85 tables to 54 sellers. Half of the sellers were new to this sale. They sent a survey to sellers for feedback which overall has been positive. They need more signs for the event. The smaller signs were harder to see. They suggest investing in a larger sign to put in front of the school the day of the event. Volunteers were an issue. They did not have enough volunteers sign up and they had a few no-shows. Mrs. Perry sent updates in Keeping Connected and GAP sends bi-monthly emails for volunteer sign up for all events. Parents can go to the school website to go to Signup Genius with open volunteer opportunities. For future events, we also need more posting/reminders on the GAP Facebook page. For Mom2Mom shoppers, they had about 300-400. The page they used to promote the event previously is no longer available for community mom2mom events in the areas. They are not getting as much traffic as previous sales. Not sure if COVID could be an impact still. Overall suggestion was to find more advertising venues to increase local shoppers. They will look into signs to purchase for 'this Saturday' signage in addition to the current ones promoting 'today' which only gets traction the day of vs leading up to the event.
- Trunk or Treat: Oct.28 (Mindy)
  - There were 65 cars this year. It was the largest trunk or treat in several years. They had volunteer issues this year as well for no shows for cleanup. Next year they will add extra volunteers to



monitor the playground. There was extra candy provided for All Saints Day. Everyone had a great time. 5 additional people showed up. 2 cars didn't show up. GAP tracks volunteer attendance and provides to the school administration.

- Looking for a co-chair to shadow this event as Mandy has two more years. You need two chairs for the event. Mindy has spreadsheets, sends follow ups, and it's well coordinated. They recommend shortening the duration of the event to avoid students finishing trunk-or-treating and hanging/running around. We also need additional volunteers next season.
- All Saints Day Party: Oct.30 (Mike)
  - It was a fun event, kids dressed up. 7<sup>th</sup> graders gave reports for Living Saints Museum. Kids and parents dressed as Saints. There was food and games.
- GAP Pizza Lunch: Nov.22 (Veronica)
  - Coming up next week. GAP provides pizza for all the kids in the school. Volunteer spots are filled and ready to go. Cost will be slightly higher just due to higher enrollment.
- Caroling & Cocoa: Dec.17 (Lori)
  - This is a new GAP event on 12/17 after 4:30 pm mass in the gym. There will be a registration sheet coming in sign up genius and volunteer spots. This event will be open to the parish community. If weather is inclement, it will be in the gym.
- Santa's Secret Shop: Dec.5-8 (Kim)
  - All items are set for the Secret Santa Shop. Notes will be going home soon with order forms.
- St. Nicholas Day: Dec.6 (Emily/Akoco)
  - Items have been purchased and ~360 treat bags will be assembled. Kids place a shoe outside the classroom and St. Nicholas places candy in the shoes and visits the classrooms.



- Children in Bloom Auction: May 6 (Cristin/Miriam)
  - Planning is underway and the next auction meeting will be in January. They are collecting items for the auctions including basket items, experiences, donations, etc. The website has been updated and information will be sent out soon to purchase tickets. There is an early bird price at \$65 p/person. After April the price will increase to \$75 p/person. The raffle tickets will go to families in February and Mike K. will help coordinate dates with K of C, Alliance Catholic Credit Union, and the church to sell tickets. New this year they are trying to go cashless for the auction.
- Spirit Wear (MaryAnn)
  - There is a 20% off sale. All orders placed in November are guaranteed shipping by Christmas or it's free. Great gifts for family members (grandparents, aunts, uncles, etc.).
- Raiseright (Bethane)
  - Mrs. Perry provided information in Keeping Connected. You can purchase gift cards and a percentage goes back to your GA tuition. For more information contact Bethane.
- Used Uniform Sale (Nicole)
  - Next sale will be at Open House on March 5. The room is open in-between and ask Mrs. V to go up to the room and browse the used uniform shop.
- Restaurant Fundraisers (Karen)
  - The iHop fundraiser only raised \$8. Attendees said it was a 45-minute wait at the restaurant and very crowded. The staff also didn't seem to be familiar so unless families made sure they knew they were with GA we likely did not get credit. The next restaurant fundraiser is Dec. 17 at Shirley's Bakery which typically does well. They will add pot pies in January. Instead of a one-day sale for the pies it will be a 3-day sale for GA.



## 7. New business (Michele)

- 2023-2024 GAP Board President (Shadow)
  - Carol Troy is shadowing for the 2023-2024 GAP President
- Volunteer Opportunities
  - Need first communion chair. If interested go to Sign Up Genius
  - Volunteer sign up hours from January – May
- New policy for cash/check handling (*see last page for policy*)
  - Stephanie reviewed the new GAP Financial Policy Change. All cash dropped off to pay for a GAP sponsored event should be given to an office staff member and no longer is to be left in the GAP box. There is a new receipt form for money deposits.
  - Michele suggested GAP provides a Google form to help with tracking of attendance and payment collection pre/post events.

## 8. Open Forum

- a. GAP meeting childcare- for future GAP meetings will childcare be provided? This year we do not have a staff member to assist with childcare for GAP meetings. If a staff member becomes available in the future, we will offer that service.
- b. Cub Scout Group – A parent stated Mr. Turk asked her about starting a new cub scout group. They need a charter representative. You need YPT training which is online. Michele and Mr. Turk discussed who would be the rep and felt a parish or school employee would be best suited to handle vs GAP parent volunteers. This also ensures proper background checks. Currently we are certified for 5<sup>th</sup>-8<sup>th</sup> grade but if they want cubs they need another registration. For next year, there would need to be GA volunteers to take this



- on instead of GAP. The group suggest to send information out to GA families to gauge interest and see if there are parents willing to lead the group requirements.
- c. Mittens for Detroit- Starting the Wednesday after Thanksgiving, 11/30 there will be boxes in the school and church for mittens for Detroit. Mittens need to be new, warm, and durable. Donations will be accepted through January.
  - d. Digital Payments – Will we be moving to accepting digital payments for events? Stephanie is working on this with Mike C. at the church to try to set up. Recommend using PayPal.
  - e. Christmas Eve Mass – Opportunity for students pre-K – 8<sup>th</sup> to take part in the GA Christmas Eve Children’s Mass on 12/24 at 4:00 pm.
9. Adjournment: 8:03 pm
- Save the Date: The next GAP Meeting is January 17 at 7:00 pm



## GAP Financial Policy Change

In order to better control the cash in the office for GAP events, the below policy has been established.

- All cash dropped off to pay for a GAP sponsored event should be given to an office staff member and no longer is to be left in the GAP box. The office staff member will organize the payments by event to ensure that each event is accounted for properly.
- The envelope for each event is only to be handed over to the event chair or co-chair or the GAP treasurer.
- Once the event chair counts and verifies all the cash and checks collected, the event chair is required to drop off the deposit to an office staff member.
- Before handing the cash over to the office staff member the deposit should be counted in front of the staff member and signed off on by using the enclosed form (see below).
- After the office staff member takes possession of the deposit, it is to be locked in a safe or drawer and given only to the GAP treasurer.
- The GAP treasurer will verify the deposit and then submit it to the school office to be given to the church for deposit.

<b>MONEY DEPOSIT</b>	
Date _____	_____
TOTAL DEPOSIT AMOUNT _____	_____
_____	
Event _____	_____
CASH TOTAL _____	_____
CHECK TOTAL _____	_____
Approved by _____	_____