**Circleville City School Foundation**

Meeting Minutes date 12/9/24

**Call to Order:**

Rachel Elsea call to Order

**Student Representative Report Outs:**

* Brooke Paxton thanks for the Christmas Carol- Ohio Theater
  + 2 student representatives share their experiences
  + Pictures presented of the experience.
* Sydney Ladimer- not present
* Ashton Groff- not present

**Secretary report:**

* Meeting approve minutes for October minutes
* Karen Motion, Dustin second

**Treasure Report:**

* Annual appeal donations
* Karen- through last month and this month. 10 donations.
  + 2 Bob Johnson, Rebah Vassallo
* Motion- Katie, Second Abby

Thinking about using the Rebah Vassallo money for kids in need- such as sponsoring a kid. Something similar to shoe fund. Re stock the Palmers Pantry.

**Amazon Gift cards:**

* Abby: Thank you notes for the amazon gift card, Ms Allen 1st grade class. Card from Ms. Allen as well.

**Administrative Report:**

* No updates, Dr Halley not present

**Committee Report Outs:**

* Executive
  + Went through all the teacher donations, deemed too much with the order processing. Card kept getting declined. Issues with organizing.
* Auction:
  + Really need to work on donations.
    - Working on filling out the excel sheet for what has been secured for donations.
      * If someone wants a specific way for their item to be auctioned, it needs listed.
    - Keep the list up to date to ensure we don’t double ask.
  + Money:
    - Banks, OhioHealth, Coughlin, Hummel and Plum, Anderson Insurance
  + Groups: Chinese, Raffle, Live Auction, Online Auction, Food
    - Auctioneer Justin Jacobs
    - Food- donated in full or large discount.
      * Need to be in charge of all food and paper products ect.
    - Chinese Auction: Karen, Marci, Maria
    - Food- Cameron and Bret
    - Online- Andrea
    - Liquor Pull- Rachel
    - Everyone is to be expected to help set up and clean up
  + Auction letter has been finalized to give out to businesses.
  + Working on contacts to get donations from teams.
  + Talking with the Art Teachers about getting quality art pieces for the Auction. Requesting Tigers.
  + Sydney Lattimer- donating baby sitting
  + Having each committee meet in January and one larger meeting a month
  + Katie has all table clothes
  + Honoree- Rebah
* Finance:
  + Working on setting up Venmo but need to have Paypal attached but do not currently have access to previous paypal. Working on how to do that or create a new one.
  + Working on possibly developing budgets and goals for specific amounts to spend on different things.
  + Still need to access credit card statements.
  + Bills to be paid: Karen 36.50 cents
    - Dustin, Aaron
  + Marci 14.60 stamps, back to school gifts $121.21
  + Amvets- $75
    - Motion Rach, dust second
  + Bill Search- boards- 36.99
  + Susan Search- 59.88 food scales
* Mini Grants:
  + Brooke Paxton: power of the pen competition- $375 provide lunch to participants and judges.
    - Motion Abby, second Karen
  + Courtney Wright: 4th grade $735.65 Pizza party and keychain
    - Allowed them to work on public speaking and learning to be role models in the school. Focused on communication.
    - Sending it back to revision on keychains
  + Jenna Rutain: Elementary school 1st grade- sturdy durable headphone x20
    - Motion Karen, Second Maria
* Website:
  + Christi Saunders- website was a hot mess.
* STAR student- Karen has not gotten back. Aaron Conn START student did check in. Rachel STAR student she has been in contact with and everything is going well.
* Educational Grants:
  + Nothing New
* Scholarships:
  + Nothing new

**Adjourn:**

* **Motion- Katie, Second Abby**