

Friends of Thorp Meeting Minutes

August 15, 2013

Home of Colleen O'Toole

Board Member Attendees: Katie Madden, Joe Basilone, Bindu Alexander, Colleen O'Toole, Marian Haas, Janelle Reilly, Elise Duffy, Lisa Weisenburger

Others in attendance: Lucy Shair, Cam Twohey, Karen Tellez, Nancy Romero, Tammy Woods, Jody Guidi, Jamie Romack

- I. President's Report:
 - A. Katie reported that the library purchased new furniture.
 - B. Mr. Toledo would like an LED sign for the school. FOT had questions concerning the aesthetics, placement and maintenance of the sign. Katie will be going back to Mr. Toledo for answers.
- II. Vice President's Report:
 - A. Met with Mr. Toledo and the playground group. Ordering two 4' x 10' FOT thermometer banners to be placed on the east lot wall. They will be placed on the north and south sides of the wall. Esigns.com will do them for \$93.00 apiece.
- III. Treasurer's Report:
 - A. Balance of \$41,317.
 - B. Checks process needs to be streamlined with checks mailed to our PO Box and going directly to the treasurer. Memo line needs to be used to indicate what the money is for.
 - C. Checking into developing system to provide tax letters to supporters.
 - D. Lucy Shair will perform audit
 - E. Tammy Woods (PTA President) invited Joe and Katie to attend the PTA Budget Training to help assist with our budgeting process.
- IV. Development/Fundraising
 - A. Playground:
 1. Karen Tellez reported she had a grant written for openlands.org. which would supply a garden grant. It is a Chicago based organization. If approved we would need parent involvement to implement. It was decided Lisa would be the contact person, and Katie the second. Tammy will take completed grant to Mr. Toledo, Dr. Chipain and the engineer for signatures.
 2. Kaboom grant has been submitted. Also in the process for submitting grants for Lowe's, Aetna and another Kaboom possibility.
 3. The group okayed going ahead with finding a supplier for stamped, personalized bricks for playground sponsors. Lisa will spearhead.
 4. Colleen and Lisa are in the process of writing an appeal letter to go out in early September.
 - B. Fundraisers:
 1. Label Your Stuff fundraiser has started.
 2. Irv and Shelley's fundraiser will begin the week of August 26th.
 3. Tammy Woods presented the PTA's clothing fundraiser.
 4. Janelle Reilly presented the Pub Quiz. It is tentatively scheduled with Galvin's for Sunday, September 22nd at 3:30.
 - a. Cost is tentatively being planned at \$20.00 an individual. Galvin's is including some appetizers. Members would like to see if wristbands are an option to include beverages as well.
 - b. May have a few raffles and 50/50 to raise money during the event. Janelle will try and obtain some donations from area businesses. (Others can help too!)
 - c. The Levee was pursued, but they did not want to commit to an event on a Sunday in September.

C. Other potential fundraisers:

1. Setting up an account with fundinco.com, 3% of Amazon purchases would benefit the school.
2. Cam presented having a night at Potbellies. 25% of sales would benefit the school.
3. Fischman's does a once a month charity where 10% of sales go to charity.

V. Playground:

See above VP report. It was reported they have developed a plan for reaching out to community with packets of info for playground.

VI. Events:

A. Fall Festival

1. Bindu presented the preliminary plans for the Fall Festival which will be tentatively held on October 12, from 10-2. The event includes a costume parade.
2. Jesse White tumblers charge \$450 an event. The group passed on this option.
3. Mums and pumpkins will be sold at the event. Bindu is working with Janella at the Garden Center for pricing. Others suggested asking the Family Fruit market as well.
4. It was decided that Super Stolie's original quote for face painting was high. 2 painters would paint for \$200.00 for 2 hours/\$300 for 3 hours. Going to go back and see if she will lower her rates. Looking into other options as well.
5. Food trucks needed a minimum guarantee in sales. Until we can see how many people attend the event, we decided against it. Possibly may do popcorn. Can sell Crispy Crème donuts as a fundraiser. Bindu will look into some of the vendors who sell food at Portage Park Farmer's Market (crepe's, tamale's etc.)
6. Jody mentioned that it might benefit us to purchase a popcorn machine – Joe and Jody will look into it.
7. Committee is needed to help plan the event.

B. Taste of Thorp

1. Will be checking out other venues for event
2. Writing letter and auction forms.

VII. Communications:

- A. Burcu will be updating website and Facebook. Katie will send and receive g-mails.
- B. Katie and Burcu will take on writing tasks. (fliers, letters, invitations, Tot booklet) with some help
Katie would like some of the committees to take on some of the writing responsibilities this year. For instance, the fundraising committee will write the appeal letter, school and community might draft a letter/flier about the directory (at least come up with a bare-bones concept that communications can augment. All written materials will then be proofread by Katie or Burcu. Candace will lay out fliers once the copy is complete.
- C. Violet Romo has volunteered to be Spanish translator.
- D. FOT would like a Polish translator as well, if anyone would like to volunteer.
- E. It was discussed to pursue communications via Twitter.
- F. Burcu (not present) mentioned to Katie she would like to publish a newsletter. The group approved a quarterly newsletter.

V. School and Community:

- A. Leslie and Marian met with Dr. Chipain to discuss business partnerships. He suggested having booths for businesses.
- B. The group discussed the communication for FOT and the PTA. A flier will be distributed that describes the two organizations.
- C. Marian reported that they are trying to create a buddy system to connect a kindergarten parent with a first or second grade parent. This will provide communication and a sense of community for new families joining Thorp.
- D. FOT would like to see class directories, as well, as room parents. No progress has been made on a school directory
- E. Saturday, August 17 at 10 am a play date will be held Merrimac Park for new parents. FOT will buy juice and coffee.

F. First Day of School Coffee Event is being held 7:45-8:30 on Monday, August 26th. Alderman Tim Cullerton is providing 6 dozen donuts. Leslie will pick them up at that morning.

G. \$80 was spent for the play date/coffee event flier. Mr. Toledo sent it out to the new parents.

Our next meeting time is TBD (there may be an open house at Thorp on the second Thursday of Sept)