



Geneva ABC Minutes

August 7, 2019 meeting

The meeting was called to order at 7:02 PM by April Tetlow, President. In attendance were April Tetlow, Jeff Griffiths, John Metzler, Amber Metzler, Alaina Metzler, Jennifer Capo, and Andy Tetlow:

Minutes:

A motion was made by Andy Tetlow to approve the minutes from the July 17, 2019 Geneva ABC meeting. Jeff Griffiths seconded. All approved.

Correspondence:

We received a bank statement from Lakeview Federal Credit Union which was passed on to Jeff Griffiths, Treasurer. No other correspondence of note was received.

Treasurer's Report:

Jeff Griffiths stated our current balance is \$4,630.61. He indicated we had paid the \$64 cost of the renewal of the PO box. He also stated the new checking account with Lakeview Federal Credit Union is open and that he will be working on setting up the online banking portion. There was also an expense of new check purchases with Lakeview in the amount of \$16.54. John Metzler Metzler gave Jeff a check for \$50 from Tegam to be used for a gift basket.

It was decided to move ahead with getting a PayPal account so we can solicit donations online. Andy Tetlow to set this up and add the Donate button to the website.

Jeff is working on preparing a yearly budget and hopes to have it ready by next meeting.

Freshman Orientation / GMS Open Houses:

Andy will check with Doug Wetherholt to confirm we will be speaking at Freshman orientation and that we will have a table set up.

Jeff showed the group some sample bookmarks he had mocked up. A format was chosen and Jeff is going to work on getting these created by Freshman orientation. The design software he is using is called Canva.

The need for a flyer for the Orientation/Open Houses was brought up. The flyer should have basic information about Geneva ABC like the mission statement, what we do, contact information, and meeting times. April and Andy will take this task on. They will also be sure to bring the Smarties and Dum Dums as well.

John is going to work on a display board for the Orientation/Open Houses. Jan Perala has sent pictures that she had relating to Academic Boosters that John can use. It was also brought up that since we are under a time constraint that we may pursue a higher level display board/banner at a later time as we don't want to rush and put something together that will be costly without having the proper amount of time to work on it.

Coverage for the Tuesday Freshman Orientation will be April, Amber, Andy, and possibly Alaina.

Coverage for the Wednesday GMS Open House will be Jennifer, John, April, and possibly Andy

Coverage for the Thursday GMS Open House will be Jeff and April.

Fundraising:

John brought the gift basket that will be raffled off at the first football game for us to see. He explained how Ashta Chemical, the company he works for, donated money and items for the gift basket. Tegam has also stepped up and donated money for a gift basket. John thought the raffle ticket price should be \$1 for one ticket and \$5 for six tickets.

Additional conversations about the gift basket centered around how many football games should we try and have a table set up. Amber Metzler wondered if we should try a gift basket at scholastic events. It was decided to see how the first couple of football games went before making any decision on future gift baskets.

Jennifer Capo indicated that Capo's Pizza may be willing to add pizza discount coupons for the gift baskets. Everyone liked that idea.

Alaina Metzler listed the fundraising ideas she thought of that could be done in school by students. They included penny wars by grade, Malley's chocolate bars, a dunk tank or something similar, a car wash, an escape room, or a duck chuck. The next step would be to narrow down the list and decide which was most feasible.

Next was a discussion on putting together a donation flyer that would have donor information on why they should donate, how they can donate, and different donor levels (like scholarship, spelling bee team, gift basket, etc.). This could then be presented to potential donors. Andy is to work on putting together something that purpose for the group to review.

It was also discussed that we need to track contacts we have had with potential donors so we don't duplicate effort. Andy to put together a database to track donor contacts.

By-Laws:

Due to the time constraint we are currently under trying to get ready for upcoming events it was decided to not discuss the By-Laws in great detail at the moment. It was agreed that the By-Laws are too vague and need to be cleaned up.

We did reaffirm that there will be no fees to become a member. It was suggested that we tied membership and/or voting rights to meeting attendance. A minimum of 6 out of 12 monthly meeting was suggested.

It was also decided that until we are able to review and update the By-Laws that only Geneva ABC officers will vote on motions. In the event of a tie the President will have the deciding vote.

Jeff suggested that we see if the Geneva Athletic Boosters will let us have a copy of their By-Laws for us to review as a guide for us to clean up ours. Andy indicated he would ask Tiffanee Warner at the next Athletic Boosters meeting on August 12th.

It was also decided that Andy will work with Jennifer and Jeff to put together a list of proposed changes to the By-Laws. The proposed list will be distributed among the group for review and comment.

Action Items:

April reminded everyone that we will need to start thinking about who we want to speak at the Lamps and Pins ceremony.

Andy discussed the ad that will be placed in the Geneva Sports program and asked if we could donate a small amount of money to the Geneva Athletic Boosters since they are giving us the

ad space for free and it would normally cost \$100. Andy made a motion for Geneva ABC to donate \$25 to the Geneva Athletic Boosters and Jeff seconded it. All agreed.

John detailed his work with Sports N Sports on getting polo shirts for everyone. There was a \$50 fee charged by Sports N Sports for the required logo work and each shirt costs \$30. Everyone agreed that each individual would pay for their own shirt. John requested that Geneva ABC pick up the \$50 cost of the logo work. Andy made a motion to have Geneva ABC pay for the logo work. Jeff seconded it. All agreed.

Adjournment:

April made a motion to adjourn the meeting at 9:08 PM. Andy seconded it. All agreed.