



Geneva ABC Minutes

September 18, 2019 meeting

The meeting was called to order at 5:36 PM by April Tetlow, President. In attendance were April Tetlow, Jeff Griffiths, John Metzler, Amber Metzler, Diane Lambert, Rachel Henning-Case, Stephanie Nieset, Jen Bushnell, and Andy Tetlow:

Minutes:

A motion was made by Andy Tetlow to approve the minutes from the September 11, 2019 Geneva ABC meeting. John Metzler seconded. All approved.

Correspondence:

Thank you notes were received from Michelle Seames, Middle School science teacher, and her class thanking ABC for helping purchase the Kesler Science training module. Apparently the new training is a big hit.

We received two debit cards from Lakeview Federal Credit Union. One was given to April Tetlow and one was given to Jeff Griffiths since each has signing authority at the Credit Union.

Treasurer's Report:

Jeff Griffiths stated there were no transactions for the month of August.

Jeff has begun a draft of the yearly budget that had prior year's numbers for comparison. A discussion was held on what dollar amount we wanted to target for the top 10 scholarships. The amount ranged from \$250 to \$1000. It was agreed that the higher the amount the better but that it depended on how well we did with our fundraising. A conversation about the top 10 stoles was held and the majority felt that allowing the students to keep the stoles was a good idea. The cost of the stoles in prior years was around \$15 per stole. The writers awards were discussed and the possibility of having a Middle School writer award was brought up. The amount of the writers award could be adjusted according to the budget. Everyone agreed that increasing our presence in the Middle School is a good idea.

Jeff reviewed some of the details of previous year's budgets to give everyone an idea of the expected expenses as well as how fundraisers did in the past.

Amber Metzler brought up the possibility of doing a 5K race for a fundraiser. A conversation ensued about Austinburg Elementary's upcoming 5K fundraiser. It was agreed that seeing how successful Austinburg's 5K is would help determine if we want to pursue this further or not. The group decided to get more information on this.

Jeff indicated for expense reimbursements he has a spreadsheet that will help track expenses and should be used to submit an expense reimbursement request.

Jeff is going to send out a draft of the yearly budget so everyone can look at it and make their comments prior to the next meeting. That will allow us to finalize and approve the budget soon.

Lamps & Pins Ceremony

A review of the Lamps & Pins ceremony was held. Overall everyone felt the ceremony went well. However there was a problem with the list of students that was sent to the classrooms. Apparently not all classes received the list. Andy Tetlow to work with Debbie Hurst to prevent this from happening in the future. It was brought up that perhaps the ceremony should be in the evening instead of the daytime to allow for better recognition of the students and allow parents to attend. This discussion was tabled until after the football season when there will be more time to delve into the details.

Fundraising:

The football game gift baskets were discussed. Jeff indicated that we have made \$157 and \$226 in each of the two football games. John Metzler noted that Alpha Plumbing has donated the gift basket for this week. Jennifer Capo had indicated the Capo's Pizza and Zero Comics would be willing to donate a gift basket. Jeff to touch base with Jennifer to determine its status. Phil Schmidt has also offered to donate a gift basket if the need arises. Because of time constraints, the Alessandro's gift basket will be for the homecoming football game (10/4) instead of the football game on 9/20.. It was brought up that John, Amber, and Alaina Metzler will not

be available to volunteer for the homecoming football game (John might be able to help some). April will also be unavailable. Jeff and Andy will be able to make it to the game to sit at the ABC table. We may need some additional volunteers to help out.

Donation Flyer:

The group reviewed the Donation Flyer. The majority agreed the donation levels needed to be worked on. It was brought up that some of the wording could be cleaned up as well. Other items included naming rights for scholarships depending on the level of donation. Jeff is working on a draft flyer. The draft flyer will be sent out to the group for review asap.

By-Laws:

Due to the time constraints this conversation was tabled until after the football season.

Timeline:

Teacher appreciation luncheons were brought up. It was thought that having the luncheon in the evening on the same day as the parent teacher conferences might be better for the teachers. Andy to reach out to the HS and MS principals to get their thoughts on which would be best.

The Spelling Bee dates were brought up. Possible dates for the Bee would be March 14 and April 4. Andy to reach out to Kevin Lillie and Richard Dana to see if those dates work for them.

Other:

Jeff brought up a Hyland's High School Innovation competition and how it might be good to look into it to see if it is a good fit for Geneva. Key dates for the competition are 10/24 and 11/16.

Next Meeting:

October 16, 2019 at 5:30 PM at GHS

Adjournment:

April made a motion to adjourn the meeting at 6:45 PM. John seconded it. All agreed.