



MINUTES

Location: Terra Nova High School Library

August 8th, 2019

The meeting was called to order by Petra Schumann at 7:05 pm.

In attendance: Julie Arnaudo, Nicole Copeland, Jenny Guibadouline, Katie Sablinsky, Rita Sargent, Petra Schumann, Lori Trayler and Chris Zimdars

Approval of Minutes

The minutes were emailed to the board from the June 13, 2019, meeting and approved.

1) Fundraising

a) July 4 food booth at Frontierland Park -Rita and Nicole

- Successful, raised \$1,630 net. TNEF sold grilled sausages, corn on the cob, nachos and beverages. Most of the food was donated by individuals.
- Rita and Nicole, who organized the booth, said it was worth the effort.

b) Fall fundraising letter campaign –

- Chris Z reported that photocopying at Office Depot would be cheaper than local printer; he will look into online options. He'll also look into options for envelopes with TNEF return addresses. Donation envelopes are already printed.
- Mailing list should be available after school starts and all students are registered. Sheila will request printed labels from Ms. Carey.
- Still waiting for updated data and current photo from Ms. Carey for the letter;
- All are willing to participate in a "mailing party" to fold, stuff and stamp.

c) Winter fundraiser will be planned for Jan/Feb 2020. All hope that Rachel C. will chair the event again.

d) Donor database software:

- Discussed need for consolidated system by which to organize and track donors. Julie will check with PTO re. software they are considering.
- Considered printing donor list for events and adding it to website
- Petra will send Chris Z format for listing donors on website

2) Treasurer's Report - Chris Z

- In June, Chris Z sent TN a check for \$15,000 to cover approved budget for 2019-20.

- Paid \$10,020 for Kaplan September class
- As of today, bank balance is \$12,220.

3) **Kaplan update** - Chris Z

- September class is full, 30 students incl. 2 sponsored students, no waiting list
- Next TNEF-planned class will be in spring

4) **September/October volunteer recruiting and welcome event**

- Decided to hold “Mixer” event at Longboard’s event room in conjunction with PTO, as collaborating will be a great way to show community spirit and increase attendance
- Proposed date: Sept. 24, 7-9PM
- Rita will contact PTO members (PTO president said yes to the idea)
- Nicole will contact Longboard’s
- Initial plan is to supply food and have guests buy their own beverages

5) **8th Grade Transition Team**

- Lori reported that the group had met
- They are working to update the TN introductory information, such as handouts and a video
- They plan to organize and staff the TN booth at the Community Center high school fair, date TBD

6) **TNEF at upcoming TN Events**

a) Aug 29: Back-to-School Night

- Jenny G. is willing to staff a TNEF info table outside the College & Career Center
- Please meet there before the event starts to deliver supplies (**Chris D et al**): TNEF info cards, donation envelopes, T-shirts?, List of donors to date (to display), and banner
- Ask Deanne Spasic if OK to set up there and borrow a small table
- TNEF team to hand out info cards to parents as they’re visiting classrooms (pick up at TNEF table)
- Julie would like everyone to have a few bullet points (on paper) explaining what TNEF is funding

b) Oct 10: TN Open House for 8th Graders’ Families

- Petra to ask Ms. Carey if we can have a TNEF slide (informational, not fundraising) in her presentation

- Jenny G offered to staff an info table again; need supplies listed above; more volunteers welcome

Meeting adjourned at 8:20PM

Next Meeting: Thursday, Sept. 12, 7PM at TN Library (2nd Thursday of the month)

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