

**Saints Service Organization
MEETING MINUTES**

Meeting: SSO Board Meeting
Secretary: Katie Trainor

Called to Order by: Jenny Reali, President
Date: October 26, 2010
Time: 7:00PM

TOPIC/SPEAKER	DISCUSSION/CONCLUSION/RECOMMENDATION	ACTION/FOLLOW-UP
Leslie Andrews-prayer. Jenny Reali-Minutes approval, birthdays, thank-you's, flyers, checklists for chairs, fund-raiser v. friend-raiser, 3-minute rule and room parent list	<ul style="list-style-type: none"> • 1st approval-Verna Ann. 2nd, Leslie Andrews • B-day and TY announcements. • Flyers to be forwarded to Jenny for approval. Jenny will forward to Mary Ann and P.Nichols. No format in place; depends on event and chairs to reference past event flyers. • Checklist for Chairs-Master list recommended for universal supplies needed for events. Suggested list to include paper products. Carrie Litten suggested important contact information to be included. Check SSO room for supplies. • "Friend" vs. "Fund" raiser-if event has no budget then it is a "friend" raiser. Admission cost should cover cost of event. If event cost exceeds money raised then Chair will be reimbursed. "Fund" raiser has budget and chair must stay within that budget. • Agenda speakers need to adhere to speaking for no more than 3-minutes. 	<ul style="list-style-type: none"> • Donations should be solicited as much as possible. Utilize room parent list. • Chairs can ask for parent donations but if you want public donations then must go through Mary Ann Campbell for approval.
Mary Ann Campbell	<ul style="list-style-type: none"> • Recognition for successful Grandparents Day and Fall Festival. 	
Marie Morabeto	<ul style="list-style-type: none"> • Check book balance \$11,340.38 • Reimbursements in process 	
Tracy Rehl	<ul style="list-style-type: none"> • 242 current directory members. • Tracy discussed possibility of electronic PDF. 	
Reports from Chairs: Carrie Litten Leslie Mitchell	<ul style="list-style-type: none"> • Fall Festival- 100 tickets at pre-sale, 160 tickets sold at door. \$992.00 profit • Grandparents Day-Communications figured out for next year. Food/beverage to be re-assessed. • Date change suggested so it does not interfere with holidays. 	<ul style="list-style-type: none"> • Possibly put food/beverage in classrooms.
Reports for upcoming/ongoing events. Caron Vigilanco, Marie Morabeto, Terry Griffen and Sharon Gaspar, Verna Ann	<ul style="list-style-type: none"> • Book Fair-Caron got co-chair, Tricia Barney. Volunteers needed...8th grade buddies a possibility. • Community Leaf Clean-up-Volunteers meet at St. Lukes. 41 houses (14 driving distance), 38 volunteers. • Elf Shelf-Terry handling all communications. 1 communication per week. Schedule of events discussed. • - Sweet Melissa's catering event. Ripcho donating 5x7 for each child. Tickets \$7 per person. • Bingo- Volunteers needed!!! How do we get parental involvement? 	
Adjournment & Prayer Jenny Reali & Leslie Andrews	<ul style="list-style-type: none"> • Chairs must submit request to be placed on agenda 5 FULL BUSINESS DAYS PRIOR TO MEETING!!! • NEXT MEETING IS TUESDAY, NOVEMBER 30TH @ 7:00 PM 	