

## Doyon FRIES – Executive Board Meeting Meeting Minutes

**Date:** November 29, 2017  
**Place:** Mrs. Halloran's Office  
**Time:** 7:30 PM  
**Attendees:** Sue Rogé; Jon Cormier; Nicole Laroche; Melissa Lees; Moira Kelly; Nicole Mazer; Krisanne Butler; Sheila Halloran

**7:30 p.m.:** **Meeting Start/Introduction**

- Viewing of November 8, 2017 meeting minutes/change of officers; signatures required on meeting minutes
- Sue Rogé made a correction to the November 8, 2017 meeting minutes as follows
  - o Meeting minutes must state the change in officers (see table below). Also, they must state that the new President (Susan Rogé) and new Treasurer (Nicole Laroche) are to have bank signing privileges. Lastly, they must be signed by all outgoing and incoming officers.
- Confirmation of outgoing/incoming officers (corresponding sheet for signatures attached to November 29, 2017 meeting minutes- requires all 8 signatures, can be dropped off in the front office):

Position	Past	Present
President	Britt Garland	Susan Rogé
Vice President	Laura Hart	Jon Cormier
Treasurer	Rob Russo	Nicole Laroche
Secretary	Megan Penyack	Melissa Lees

- Sue motions to approve the minutes with the corrections discussed. Jon seconds the motion. All in favor, minutes approved from November 8, 2017 meeting.
- Discussion on 2011 By-Laws, to review/revisit in Spring/May of 2018

**7:40 p.m.:** **Treasurer's Report**

- Nicole L. has no news to report, did write a check
- Per Sheila, if Nicole L. has funds, it can be locked in the safe at school; Rene Costoplus (Sheila's assistant) handles funds, takes/locks funds
- Hoping for signing privilege to be signed over by Friday, December 1, 2017 (Nicole L. spoke with Britt)
- Ordering tubes for recess storage- Sheila is looking into it, when the time comes the check can be cut
- Nicole L. has Genevieve funds, as well as funds for author who visited the school on November 29, 2017

**7:45 p.m.:** **Old Business**

- Nicole L. confirmed that online store is open and ready for business, will be attached to Doyon newsletter; orders due by December 7, 2017
- Discussion of delivery of orders- suggestion to deliver orders for \$10, option to ship
- Suggestion of adding a disclosure to the online store and on the flyer regarding pickup options; suggestion of having items sent home in student's backpacks, as well as wording changed to 'Holiday' as opposed to 'Christmas' (Nicole L. will update)

- Addition of store flyer to the FRIES Facebook page (Sue added it on December 3, 2017)
- Discussion of doing another online store in Spring 2018 with more items added to the store
- Ipswich Youth Soccer is also currently running a fundraiser, Spring 2018 online store could bring in significantly higher sales by comparison
- Sheila mentioned that when writing on documents, flyers, etc. to be respectful of the Doyon family and to use the full proper title ('Paul F. Doyon Memorial' as opposed to just 'Doyon')
- Winthrop FRIES: in order to change non-profit status, FRIES meeting minutes needs to be signed, and to include all names and addresses of board members

**8:00 p.m.:** Casino Night

- Suggestion of quick meeting with Winthrop FRIES, Sue will reach out to Jen Donohue to get a date to meet
- Contact Winthrop FRIES to make sure no conflicting dates/commitments fall on the date casino night is scheduled (Krisanne mentions that the Ipswich Middle School play is held on the long weekend in March 2018; casino night generally falls in March)
- Price at Turner Hill has increased, suggestion of exploring other venues; Masonic Temple might be an affordable option but would need a little 'sprucing up'
- Inquiry if there is a casino night folder or binder from previous events; Nicole L. to get a list of total cost of last year's casino night; Sheila suggests streamlining of handling of funds
- Side note to Sheila's suggestion: Sue suggests volunteers breaking down into groups based on specific topics and agenda (fundraisers, casino night, etc.)
- Nicole M. offers to be point of contact regarding casino baskets
- Krisanne suggests that we could find ways to advertise various types of donations that can go towards the Ipswich elementary schools (skills, products, services, gifts, etc.)
- Agreed that casino night should be the main focus of the January 2018 FRIES meeting

**8:15 p.m.:** Genevieve's Orders

- One order contained spoiled items- order total is \$91.00
- Discussion on nowhere to store perishable items and that there needs to be a clear message regarding timeframe of pickup of orders
- Sue's motion to refund the full \$91.00, Melissa seconds the motion, unanimous. Rachel L'heureux will contact the customer to let he/she know that a check is coming.
- In the future, should perishable food be excluded from the fundraiser, or better advertising/communication regarding timeframe of picking up orders?
- Going forward, suggestion that the notice for Genevieve orders either goes out earlier in September, or move to the Spring to encourage higher sales (window to place an order was very small this fall)

**8:25 p.m.:** New Business

- Book Fair: flyers being sent home this week/in newsletters; book fair to be held from December 12<sup>th</sup>-15<sup>th</sup> (during the day, and one day after school)
- Doyon FRIES job descriptions: what do we foresee each of us doing? Discussion of narrowing down/streamlining responsibilities and creation of binder/files for each position to make future officer changes more organized

**8:30 p.m.:**

**Communications**

- Confirmed that Melissa to handle typing and circulation of draft meeting minutes, and when finalized Melissa will post to the FRIES website; Melissa to update officers section on the FRIES website
- Suggestion to display the FRIES website more prominently on the FRIES Facebook page
- Per Sheila, FRIES newsletter information is due on Wednesdays of each week if we want it distributed by Rene with the Doyon News
- Discussion regarding whether a new email address should be created for volunteers, casino night, etc.; Sue is also looking into Google Docs
- Doyon FRIES calendar: Sue suggestions contacting Amy regarding creating a FRIES calendar (as she handles the entire district calendar); Krisanne is open to helping with the fundraising part of the calendar
- Upcoming FRIES events to add to the calendar:
  - o Doyon Devours Books (February 2018)
  - o Casino Night (March 2018)
  - o Doyon-A-Thon (May 2018)
- Suggestion to promote Doyon Devours Books with a Literacy Week in February and to get more FRIES involvement leading into the February school vacation week (promotion, taking books home, dress up like favorite character, parade, contest?)
- Moira suggests beginning of school year/end of school year mixers/ socials; discussion of year end parents meeting with new parents for the upcoming school year to assist in kindergarten transition (coffee hour?)

**8:50 p.m.:**

**Conclusion**

- Sue recommends a January get-together (no December FRIES meeting scheduled)
- Suggestion of having a survey in the Spring regarding next year
- Confirmed that FRIES meetings to be held the second Wednesday of each month (next meeting is January 10, 2018 at 7:00 p.m.)
- Suggestion to have executive board meet at 6:30 p.m. on January 10<sup>th</sup> to prepare for the meeting at 7:00 p.m.
- Confirmed that there will be a committee member social meeting on Thursday, December 7<sup>th</sup> at 7:00 p.m. (Sue confirmed over email that meeting is to be held at Off the Vine in Rowley)

**8:58 p.m.:**

**Meeting adjourned.**

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**\*\*CORRECTION – Information was missing from the November 8, 2017 meeting minutes. Must include confirmation of outgoing and incoming Officers. See below table. This correction was approved during the November 29, 2017 Doyon FRIES Executive Board Meeting.**

**FRIES November 8, 2017 Board Meeting Minutes approved by:**

**Doyon FRIES – Confirmation of Outgoing/Incoming Officers**

**Outgoing President:**

\_\_\_\_\_  
Britt Garland

Dated: \_\_\_\_\_

**Incoming Fall 2017 President**

*(two-year term):*

\_\_\_\_\_  
Susan Roge

Dated: \_\_\_\_\_

**Outgoing Vice President:**

\_\_\_\_\_  
Laura Hart

Dated: \_\_\_\_\_

**Incoming Fall 2017 Vice President**

*(one-year term):*

\_\_\_\_\_  
Jon Cormier

Dated: \_\_\_\_\_

**Outgoing Treasurer:**

\_\_\_\_\_  
Rob Russo

Dated: \_\_\_\_\_

**Incoming Fall 2017 Treasurer**

*(two-year term):*

\_\_\_\_\_  
Nicole Laroche

Dated: \_\_\_\_\_

**Outgoing Secretary:**

\_\_\_\_\_  
Megan Penyack

Dated: \_\_\_\_\_

**Incoming Fall 2017 Secretary**

*(one-year term):*

\_\_\_\_\_  
Melissa Lees

Dated: \_\_\_\_\_

**\*\* New President (Susan Rogé) and New Treasurer (Nicole Laroche) are to have bank signing privileges. They will be relieving Britt Garland and Rob Russo of this responsibility.**