

09/16 – Friends of Burley Meeting

The meeting was called to order at: 7:37 pm

Roll Call and Introductions

- Introductions were made by all in attendance.

Secretary's Report

- The August Minutes were presented for approval
 - Heather Polcaster made a motion to approve the minutes
 - Ed Silverstein seconded the approval of the minutes
 - All in favor, no one opposed

Treasurer's Report

Only 1 change from the August budget committee to the current Sept actual budget. Burley gaining CPS money from a grant and those funds allocated to a technology line taken away from after-school programs. Arlyne went over current budget, explained the potential incomes. She explained the Burley Backer program shift along with some grant-projected income. Anticipating the past grant and maintaining all other event income was based on actuals from last year and projection to current year. Burleypooloza changed to \$2000, same for walk-a-thon. The budget follows all the events and income projected throughout the year. Some line items from last year are collapsed to one line item when comparing from last year to this year. They worked to clean up the budget for ease in viewing and understanding. Each board member chairperson had the opportunity to change any expenses or budgets from the previous year's actual spending. Reviewed the Staffing costs as well.

- The 2015-2016 FOB Budget was presented for approval
 - Darcy DeWolffe made a motion to approve the budget
 - Jen Faust Lefebvre seconded the approval of the budget
 - All in favor, no one opposed

President's Report

Board members need to let Arlyne know by Friday which committee they will chair or co-chair. She is compiling a document for all committee guidelines explaining the processes for all committee work. This will help run any event members chair. We will have an updated expense form and reimbursement form. The user-friendly form and attach a receipt should go to the treasure to get reimbursed. Multiple items may be on one report. If you use FOB credit card, you can just submit the receipt and what it was used for: E-copies are best for record keeping. Sept. 28th is the Official's Social event the Pony 7:30-9:00. Roscoe Chamber of Commerce hosting a shopping day Thursday Oct. 1st designed to bring shoppers between Damen and Western. Shop for Schools day and night, and there will be communication about which restaurants are participating as well. Marc Rotman will send a schedule about details. Helping Hands volunteer program is being defined to reach out to our Burley committee to help organize and sign up for events. This site will give parents a one-stop-shop to volunteer for many different events or other opportunities. The School ask from Burley is for parents is to give 10 hours a person to give back. Process is still being finalized, but this is the same language we've used in the past.

Principal's Report

Music program is up and running, phasing it in with tryouts, chorus etc. Club packets went out, sign up on e-mail. Katherine introduced the names and backgrounds of new staff. LSC decided to transfer some funds from property and equipment to support some health benefit adjustments. Ice cream social is tomorrow 6:00. Lakeview hosting high-school fair and that is Oct. 13th. Fall Social and Curriculum coming. Follow Katherine on Twitter.

Committee/Campaign Updates

Annual Fund:

The soft launch of the Annual Fund will take place at Early Bird days, followed by the Big launch at Fall Social. Committee members will send flyers home and there will be some raffle prizes at fall social. This year there is a tote bag for those who donate. Anyone who gives any amount counts as participation. The confidentiality is strictly within the treasures realm and the FOB Board takes pride in focusing on high participation. We know folks have different financial situations so possibly a focus on giving even a smaller amount if they cannot give the asking donation. We encourage any amount and maintain a strict privacy policy.

Burley Backers:

Marc Rotman, Backers attention on Burley nights out where vendors give back. Some will be family oriented and some will be parents etc. Burley product-backers are a program where vendors donate goods or services. We need point person and help with messaging for these events.

Communication and Website:

Jeff revamped Burley website and will continue work on creating/upgrading the site. Thank you for all the hard work on video and site. We have a formal communications team but we need to give FOB a voice and flavor and this communication will register with the public. We want big FOB goals with a light, fun atmosphere to enhance and foster friendships and positive relationships within the Burley Community. The team is there to assist, but not create it from scratch. When you want some communication via web site, please write your own information, have a communications plan with a calendar and dates and deadlines to help the team achieve the goals. We are also helping protect the Burley channels, but to have a central source with open communication but not duplicate messaging.

Fall Social

Oct. 2nd launch of Annual Fund, platform to launch annual campaign and socialize, but to understand the FOB mission. Leticia and Arlyne are co-chairing.

Thank you to Pizzeria Serio and Chicago Pizza for their summer events.

Upcoming events: PTA meeting tomorrow, room parents are up and running, working to streamline communication. Family Fun fair coming and need volunteers. PTA hired a new vendor for yearbooks from PTA. Send pictures; see yearbook info as it unfolds. Thank you to Jeff Faye for the PTA website.

Next Meeting

- The next meeting will be held on October 21st

The meeting adjourned at: 8:57 pm