**Batavia Mothers’ Club Foundation**

**At Batavia Public Library**

**February 1, 2017**

Nicole Boland called the meeting to order 7: 07 p.m.

Approved minutes from the January meeting.

Roll Call by Anique Drouin

Guests – Kate Brzezowski

Auxiliary Members Present --None

Correspondence - No

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| **President**Nicole Boland | * Bunco is our next big event later this month! Get your friends to sign up and get a table.
* Housekeeping—Craft Show—we still need a chair for signs/posters. Jess Bland and Tonya Cook are going to do Apps and Jury.
* At tonight’s meeting the members of the BOD will go through roles and responsibilities because we will be voting on those positions in April. Applications are due March 15th. To be on BOD you have to have been in club for one full calendar year.
* President Role—figurehead of club to the community; run the meetings and run the board meetings. Need to be organized and be able to delegate and follow up accordingly. The role allows you to see the full aspects of the club and inner workings.
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| **Past President**Christy Kulczycki | * My role as past president – More of an advisory role, answer the questions the president may have; in charge of filling all the roles for the following year, finding people for committee positions and board members; keeper of legal documents, make sure we meet with our attorney every other year, review one of two documents (either the P & P or the Bylaws) each year. We are doing the by-laws this year; it’s only about 4 pages to review and check if there are any things that are out of date, doesn’t match up with the club. Gabby and Pam will join Anique, Kathy and Christy for this.
* We really really need someone to do signs and posters chair role please. It’s a good way to do a bit in the club and get a little more involved—AND…Janae Bohr stepped up to volunteer!! Hooray.
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| **President Elect**Holly Miller | * The year before you are the president and you are learning what the president does—you attend all board meetings, see how things are run, do a fundraiser for the club.
* We are doing a fundraiser with Urban Salon again this year; email went out with options. Sending a sign up sheet around during the meeting for people to sign up who can definitely attend and those that are interested.
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| **Treasurer**Samantha Jackson | * Role—deals with the money; takes all deposits and pays bills; fill everything into a spreadsheet and get important tax documents completed/off to the accountant.
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| **Secretary**Anique Drouin | * Role--take meeting minutes, check the PO box, attend two meetings a month, check the emails and send emails out to the club.
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| **Ways and Means**Deanna Modaff  | * Role-- In charge of getting sponsors for the club throughout the year; you send letters out to past year’s sponsors and seek out new sponsors; you have to attend the two meetings a month and be able to make calls to try and solicit money.
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| **Philanthropic**Christine Olsen & Christina Marotta  | * Role--We coordinate the good things we do for the community; gift cards for the teachers, thanksgiving food, Christmas families, coat drive, applications and selections for disbursements.
* You can send the information out about the applications to various schools and organizations, we already have several applications in seeking $11K.
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| **Communications**Kathy Evangelista | * Role—It is a relatively busy positions; we are responsible for outward communications, press releases, create newsletter (and nag people for submissions), monthly updates (again, I nag for submissions), also work with signs and posters to get these things printed and out to the community. Also in charge of facebook pages (member page, club page and the 3 pages for our 3 events). The big piece is now the website—in charge of that. I update the website weekly with new information and stay in close contact with the webmaster. You have to be organized, but it’s all been set up to be very easy. You need to be deadline oriented to handle this role.
* Our winter newsletter is being printed and sent out this week—it summarizes Craft Show and highlights our philanthropic work throughout the Fall/Winter. It gets sent to all city dignitaries/school board/sponsors/past recipients of our disbursements. Feel free to forward to potential new members.
* Summer Newsletter highlights our disbursements, it’s on the website—great to show potential members.
* Fox Trot sign up is live. We are directing everyone to our website to sign up. We are still using Sign Me Up this year. We are currently working with our webmaster to try and get registrations through our own website for upcoming events. People who have dealt with sign ups, apps and jury, etc.
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| **Auxiliary**Jenny Mareska | * No report.
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| **Bunco**Sarah Barrett, Heather Englehart, & Julie Surina | * Registration is open—we have 18 so far, we need to push to get that sell out.
* Posters are up or being hung up this week. We have a couple extra. Snack table paper going out as a reminder, but people already signed up. Raffle donations are coming in—thank you!
* Wine Pull—we’ve gotten donations, thanks! Drop them to us or contact us and we will figure out pick up.
* Basket wrapping on February 20th in the morning at Sarah’s house if you can make it.
* All the important links are on the half-sheet to give you information—handed out at meeting.
* Set up and clean up a bit different this year. We can now get in to the room at noon to actually set up, and then go home and get 80s ready. Then people can volunteer to stay and clean up. You don’t have to do both, but please plan to do one or the other.
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| **Community Relations**Eunice Turnbaugh | * We are scheduling a family tour of the Anderson Animal Shelter—Looking to do on Thursday March 2nd (2 pm) and Friday March 3rd (11 am). Will have a sign up going out via email soon.
* Tree ornaments are back, come pick it up.
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| **Craft Show**Maura Hirschauer, and Sandy Manella | * We are working at setting our date—14th or 21st of October, but we haven’t contacted Athletic Director yet. Going to send letters out to pumpkin farms early this time.
* We are so glad to have a full subcommittee.
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| **Flower Fund**Angel Jensen  | * No report.
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| **Fox Trot**Kristin Gehrels & Cheryl Hasenjager | * April 29th—it’s our date. This is one of the three mandatory events—if you cannot make it due to a conflict we need to know ASAP!!
* We’ve sent forms around for poster sign up; if there is something not listed on there and you think it’s a good place, let us know and we will add it.
* We are not renting a big tent or tables in the hope of saving money. We are setting up registration under the overhang at the back of Peg Bond. We are hoping to have several people offer to bring their tables—we need some for water tables on the course too.
* We have access to a Fox Costume and we need someone to wear the costume, maybe someone’s husband (or maybe Allison Wadle).
* Packet pick up is going to be a Pal Joey’s just like it was last year. They will give 10% of sales from any runners that show bib there back to the club.
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| **Historian**Kelly DeMaria  | * I’m starting work on the book for banquet. If you have any pictures for anything send them my way.
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| **Hostess**Palak Coleman  | * Last meeting in May will be second Wednesday because so close to Fox Trot.
* We are looking at doing banquet—there was talk about why we don’t go to a restaurant in Batavia versus Villa Verone. Cost would be more at Gaetano’s but that is an option.
* What do people prefer? Hands vote—majority want to stay because of price difference (and dancing!!)
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| **Membership**Jill Lowe | * Open house was a success and had four potential members come and mingle.
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| **Recreation**Naomi Krodel & Kat Maggio | * Upcoming events—Kids’ Valentines Party; volunteering at Northern Illinois Food Bank sign me up out right now; we need someone to host the Egg Hunt. After hours at Gaetano’s tonight.
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| Old business | * None
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| New business | * None
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| Adjourned  | * 8:05 p.m.
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Flower Fund Winner: Kristin G.

Share & Care Winner: Susan M.

Respectfully submitted by Anique Drouin