

## FOCB Board Meeting Minutes

August 18, 2025

6:30pm, Lexine's House

1. Welcome - Laurel
  - a. [June minutes](#) – Approved. Motion: Lexine, 2nd: Kris
  - b. Attendance: Laurel, Kris, Khamille, Tayler, Lexine, Alexis, Bree, Sue, Heidi, Anika, Gary
  - c. Absent: Dave
2. Treasurer Report - Khamille
  - a. Monthly Expense Report for July 2025
  - b. FY24-25 Tax Return Statement & Fees: owe OR \$90
  - c. Received Sponsor payment Senestraro
  - d. Proposing a prior authorization requirement for any expenses exceeding \$100
  - e. Will update pw for accounts
3. Student Liaison - Anika
  - a. Mini camp went well, will begin to organize music library, think of activities for potluck
  - b. See if kids have a favorite business to ask for sponsorship
4. Director's Report– Gary ([see attached](#)).
5. Upcoming events/Volunteer Coordinator - Bree
  - a. Th, Aug 21, 6-7:30pm - CHS Band Potluck. Avail to assist hospitality before + after: Bree, Sue, Tayler, Laurel, Heidi
    - i. Helpers arrive about 5:30pm. Need table cloths, table fans, beads
  - b. Tu, Sep 16 - Playathon Kick off. Volunteer Coor., Hospit., Fundraising and Tech meet early Sept to coordinate.
    - i. VC + Hosp. already met. Bree will confirm boundaries w/ Gary when back at school
  - c. We, Sep 24, 5:30-6:30 - Back to School night. pep band, decided no FOCB table
  - d. Fr, Oct 3, 4-10pm - Playathon
  - e. Parent Info night for Freshman: Sept 8 6:30pm, Board meeting after at 7pm. email from Gary and in newsletter.
  - f. Sept 26 pep band - 8th grade - pizza
6. Fundraising - Kris
  - a. Car wash: Sat, Aug 9 - good!
    - i. Next year -
      1. Additional supplies: 2-3 step stools, 2-3 car brushes for roofs and wheels, cones
      2. ask alumni association to advertise
      3. Location near Marshall, maybe King Pin?
      4. Tentative Date: August 22, 2026
  - b. Bridge Pedal: Sun, Aug 10 - Bree: had an excellent lead - Jessica
    - i. Next year:
      1. need to get t-shirt sizes on sign-up form
      2. Sunday August 9, 2026
  - c. McMenamain's gives 50% for fundraising, Porque No - contact early to get on schedule, Pastathon 2/yr (fall and sp)
  - d. Pie Sales: Bree will check in w/ Kim
7. Khamille and Anika out 7:30pm
8. Sponsorship -
  - a. [Sponsorship Timeline: July-Sept](#) - (link)
    - i. Ensure FOCB website and FOCB Square site are updated and ready to accept Sponsorship requests.
      1. Ensure that website contact form is working - goes to Laurel
    - ii. Check in with past sponsors about renewing - Laurel
      1. Senestraro is back - Fortissimo level - !

2. Previous sponsors have all been emailed, Diane Sykes has decided not to renew, will follow up with others in next week or so
  - iii. Hit up businesses for sponsorship - Laurel
    1. Is in-kind donation equivalent to a [sponsorship level](#)? Yes, though ones not directly benefiting the kids can be used and recognized in something like a raffle at Playathon.
      - a. Rebel Cricket Screen Printing- trade of apparel. Potentially use for pep band shirt this fall, will sort out sponsorship equivalent
      - b. Sticker Ninja - \$100 coupon code. **Pianissimo (\$100)**. Will send code to Gary for band stickers
      - c. Hopscotch responded to email with four tickets to Hopscotch (worth about \$100)
    2. Potential new sponsors
      - a. Heirloom Ceramics
      - b. Good Dough PDX
      - c. The Chomp Thai
      - d. Hawthorne Market
    3. Number of potential sponsors to contact next year (updated in spreadsheet in Google Drive)
      - a. Reach out in Jan as some biz make donation decisions at the beginning of the calendar year.
  - iv. Try to reach out to freshman parents to solicit sponsorships from families that own businesses
    1. Coordinate with Communications for newsletter
    2. Speak at potluck - around 6:45pm FOCB will make introductions and talk about roles to fill
    3. Sue can help out more in unfilled positions.
    4. Speak at parents meeting or back-to-school night
  - v. Verify that sponsorship gets paid
  - vi. Solicit artwork from sponsors
    1. FB is not crossposting to instagram - Lexine will look into it. In the meantime post to IG first which will crosspost to FB. Student managing IG post is doing a good job - Lila!
  - b. September-October
    - i. Work to start fulfilling sponsor perks
      1. Decals: Work with Communications to generate design and order
      2. Certificates:
        - a. Print Certificates: Tayler
        - b. Order frames - [Typically used these from Amazon](#): Tayler
        - c. Ask prior sponsors if they want a new frame or just want to reuse old one.
      3. Website/Newsletter: Work with Communications to update/arrange graphics
      4. Monthly Facebook Posts: FB manager will be open to Laurel. Connect IG to FB so they will cross post. Students will be given this permission in order to cross post as well.
        - a. Begins in September
        - b. Mezzo Forte sponsors and higher
        - c. Typically try to share recent post from the Sponsor's account. Otherwise, try sharing their website or logo/contact information.
      5. Banners: Work with Communications to generate design and order
        - a. If the sponsor already has a banner, confirm whether they'd like to update it or not.
      6. Play-a-thon: Work with Communications/Play-a-thon coordinators to ensure sponsor graphics are updated for in-house and webcast.
    - ii. Ensure that banners are being displayed at home football games
9. Communications - Lexine
- a. confirmed all emails are connected to FOCB board group and everyone has access to the FOCB drive
  - b. New band video - Gary will follow up.
  - c. Lexine will be out last 2 weeks of Sept. Will be back before Playathon. Theme? Usually determined by poster made by students.

d. Add any newsletter additions to the shared google doc

10. Recruiting -

a. Sponsorship, Fundraising, Co-hospitality, Treasurer in training needed - discussed throughout the meeting

11. Adjourned: 7:54pm

2025-26 next meetings @ school:	
Sept 8	Feb 2
Oct 6	Mar 9
Nov 3	Apr 13
Dec 1	May 4
Jan 5	Jun 1