

Friends of Smith (FOS) Meeting Minutes

Date: October 10, 2024

Time: 7:00 p.m.

Location: P.B. Smith Elementary

11 Members in attendance: FOS president; Kristi Schmalz; Nicole Riahi; Caroline Riley; Linda Smith, Nancy Gatti; Liz Baird; Marcia Hill; Katie Compton; Carey Williams; Karen Rovira; Jason Stern

1. Motion to open the meeting: 1st—Carey Williams and 2nd—Marcia Hill
2. Principal's update – Linda Smith, Principal
 - a. The kitchen grease trap contributes to the unpleasant odor at P.B. Smith, and will likely be replaced during Christmas break.
 - b. Bulletproof film has been installed on the outer windows of P.B. Smith as a security precautionary measure.
 - c. Fall field trips are off to a successful start
 - i. 5th Grade had perfect weather for their hike to Stonyman.
 - ii. 4th Grade is going to Kettle Run and Williamsburg.
 - d. Halloween Jam has been planned by the encore teachers, but FOS is helping with volunteers. The sign-up genius is live on the FOS website for AM/PM volunteer shifts.
3. President Updates—Kristi Schmalz, President
 - a. Car Show updates
 - i. FOS is continuing to market the car show online and within the community
 - ii. 10 cars have registered to date indicating that the event will be just as successful as last year's car show.
 - iii. Three food trucks, two moon bounces, and live music have been booked.
 - iv. Sponsorships have been popular at all levels.
 - v. Volunteers are still needed
 - b. November 14th is the next FOS meeting
4. Spirit Nights—Nicole Riahi, Secretary
 - a. September and October Spirit Nights were successful.
 - b. The November Spirit Night will be on November 20th at Panera Bread.
 - c. Waiting to hear back from local businesses for 2025 Spirit Nights.
5. Sunshine Table—Liz Baird, School Relations Chair
 - a. Teachers appreciated the October Sunshine Table. Thank you, volunteers!
 - b. The next Sunshine table will be on November 19th, and it is chili-themed.
 - c. The FOS is working on streamlining volunteer coordination so that new Sunshine table volunteers know how to set up and take down.

6. Christmas Parade—Jason Stern
 - a. New regulations for parade registration
 - b. The FOS voted on walking instead of using a truck/float.
 - c. Working on themes to make P.B. Smith stand out.
 - d. Blinky light will be sold before the parade.
 - i. Pre-orders again

7. Monthly Financial Report: Caroline Riley, Treasurer
 - a. Budget Review
 - i. Back-to-school events have been accounted for in the budget.
 - ii. Chevy and Warrenton Toyota deposits are listed under donations.
 - iii. Still determining a consistent Venmo transfer schedule to the FOS bank account now that the FOS is using Venmo more frequently.
 - b. A CPA was contacted about the audit for the FOS to ensure compliance with new FCPS regulations, but there is also a discussion of school bookkeepers partnering to conduct audits.
 - c. Discussed the benefits and drawbacks of opening a Square store for school spirit wear purchases.

8. Parent Rep-Liz Baird
 - a. November 3rd is the next meeting with Major Warner
 - b. Considering how to provide a way for P.B. Smith's parents to pass questions and concerns to Liz Baird before she attends the parent rep meetings with Major Warner.

9. Motion to adjourn the meeting: 1st Caroline and 2nd Carey Williams