

## FEBRUARY STEM BOOSTER CLUB MEETING

---

Date: February 18, 2018

**Minutes** from November meeting (our last meeting). Review and approve.  
(Michelle Gernannt)

**Financial** Report (Lynn Dalessio)

Report on **Lego League** event in December. Share feedback and suggestions for future events.

Report on **BBQ** Fund Raiser in February. Share feedback and suggestions for future events.

Discuss plans and get suggestions for the STEM **Open House** to the Community.

Explain STEM **Internships** (goals, challenges, current internship organizations).  
(Alecia Frizzell)

Begin discussion of the STEM **Summer Camp** and the role of the Booster Club in the Camp (dates, staffing, approvals needed, etc.)

Next Meeting April 9 6:30

## STEM LEGO LEAGUE FUND RAISER – RESULTS

---

**Date:** December 16, 2017

**Total Number of People:** 200

**Goal:** \$1000

**Actual:** \$618.96 (\$1005.01 gross; \$386.05 expenses)

**STEM Booster Role:** Concession stand

### **Concession Food:**

- Drinks \$1 each
- BBQ plates: \$5
- Hot dog plates \$4
- Pizza: \$2 per slice
- Whole Pizza: \$15
- Baked goods/candy: \$1
- Popcorn: \$1 bag
- Nachos \$3.
- Chick-Fil-A Breakfast Sandwich \$3

### **Recommendations for Next Year's Sales:**

- Had 30 pizzas; needed 20.
- Have more candy and fewer cookies; Had 5 boxes of candy and could have sold 7
- Needed 15 12-packs of soda
- 3 large cases of water sold
- 2 boxes of chips (get 1 box just popcorn and 1 mixed basic chips)
- 30 hots
- 2 cans nacho cheese
- Popcorn – need one bag for popping
- Signs for concessions need to be larger
- Need to have hot chocolate and coffee to sell.
- Maybe sell chili next year.

### **Other notes:**

- Chick-fil-A donated 50 breakfast sandwiches. Should have charged more.

## BBQ FUND RAISER – RESULTS

---

**Date:** February 2, 2018

**Goal:** \$3000      **Actual:** \$2754.77 (3768.99 gross; 1014.22 expenses)

**Sales:** 61 Butts; 210 Lunches; 152 lunches delivered

### What worked:

- Cooking sandwich meat on Wednesday for lunches.
- Preparing lunch bags before Friday so they only needed a sandwich added.
- Planning delivery routes/schedule in advance and labeling boxes for deliveries.
- Having BBQ sauce on the side.
- Had alternate plan for smoking butts because of cold weather. Access to 2 large kitchens (St. Francis and First Baptist)
- Had a contact person at each school to sell in advance.
- Efficiency of production on Friday morning for lunches. Very organized and calm.
- Good physical directions for deliveries were written on order forms/boxes to be delivered.
- Good tracking of deliveries.
- Good amount of meat in the sandwiches.
- Prepping whole butts – Rachel McBride a great help in the cafeteria.

### Changes for next time:

- Needed more time for order taking; especially going door to door in local businesses for lunches.
- Temperature of smoker; couldn't control the cold weather.
- Form needs revision to include time and place of delivery for butts vs. lunches. Put in two separate sections.
- Better communication about when labor was needed to be in different places, especially on Thursday.
- Have a separate order form for the school contact to place orders.
- Get pre-packaged desserts instead of having homemade. Easier to pack.
- Consider using 2 oz. containers for sauce on the side with lunches.
- Pre-made signs directing people where to pick things up.
- Stop orders by Monday prior.
- Cooked 11 butts for sandwiches, but only needed 10 (or a little less)
- Revise project work schedule (see next section).
- Consider changing the date to later in February or early March to avoid possibility of cold weather.
- Find a better way to wrap butts so they don't leak when picked up. Double wrap with foil and then put in grocery bags.
- Could do smokers at the fine arts building and have all work done there. Butts could be picked up there. Have kitchen work area as well.

**Resources used:**

**FOOD**

- 10 40-ounce bottles BBQ sauce
- 2 butts for sandwiches (confirm this number)
- Rub Ingredients: 6 kosher salt, 3 Garlic salt, 3 pepper, 6 paprika, 10 pounds sugar.
- 11 butts for sandwiches
- 60 butts for smoking whole
- Charcoal and lighter fluid (1 each)
- Ziploc bags
- Lunch bags (100; had 125 on hand)
- Chips (7 boxes of 20-count)
- Foil (4 rolls 18x250)
- Paper towels (6 rolls)
- Bottles of Water
- Buns for sandwiches

**LABOR:**

- Delivery: Had 5 delivery people; needed 6
- Preparing butts: had 3 students and 6 adults, including one runner. That worked. It took 2 hours.
- Packing lunch bags in advance/preparing delivery routes and instructions: had 2 and could have used 4.
- Smoking butts: had 3 men. That was enough
- Cooking sandwich meat – done by 1 person.

**OTHER:**

- Smoker loaned by Sam Hogsed (Bob Overstreet brought smoker – 678.409.7234). Another source is Brett Owenby (706.781.9152), although we did not need it.
- Wood was donated by Chris Payne.
- Smoking crew needs two 6-foot tables, grill brush, paper towel, oven mitts, Dawn.

**Proposed Schedule for Production:**

Tuesday	Plan delivery routes	Secretary and Treasurer
Wednesday	Stuff bags for lunches	4 volunteers
Wednesday	Cook sandwich meat	1 person with roasting pans
Thursday	Pull pork for sandwiches	8 people
Thursday	Prep butts for smoking	6 adults and 3 students
Friday (or Thursday all night)	Smoke butts	3 people
Friday	Final prep of sandwiches	6 adults 3 students
Friday	Delivery of lunches	6 people (for 150 lunches)
Friday	Coordinate pickups	3 people

# STEM OPEN HOUSE

---

Draft 2/13/18

## **Purpose:**

- Promote STEM to community to encourage their support of the program.
- Gain financial support/sponsorships for STEM.
- Promote internships with local businesses.

## **Target Audience:**

- Local business leaders
- Local commissioners
- Business organization leaders (Kiwanis, etc.)

## **Critical Tasks/Dates:**

1. Schedule date for event. Avoid conflicts with school and government meetings (Commissioner meeting on April 19).
2. Create mail list. Get list from Chamber.
3. Create invitations and RSVP cards; include phone number for contact person.
4. Deliver or mail invitations; hand deliver to key people.
5. Create STEM takeaways for open house. Include information on internships and sponsorships.
6. Create press releases and invitations to the community. Promote the event to the public (Chamber web site, newspapers, radio station)
7. Plan food and refreshments.
8. Plan presentation/agenda for the Open House. Give students assignments/roles to play (e.g. greeter, presenter on projects, food host, give out takeaways, etc.) Direct students about appropriate attire. Ask a few parents from each grade to speak about their experiences with STEM.
9. Follow up day prior with guests and remind them of the event.
10. Send thank you after to those who attended; Follow up on sponsorships and internships.

## **Questions for Alecia Frizzell:**

- Do you have any materials from the last open house? (invitations, takeaway packet, news articles, etc.)?
- Do you have some possible dates in mind?
- Are the goals/purpose stated above on target? Any changes?
- What businesses are current sponsors and intern sources?

UCHS STEM Booster Club Meeting  
November 6, 2017  
7:30 PM  
STEM Academy Classroom

Attendance: Approximately 9 people (including STEM Executive Committee)

STEM President, Colleen Orchanian called the meeting to order at 7:30 PM.  
Previous minutes from September 18, 2017 meeting approved by Keri Young.  
Minutes seconded by Lynn Dalessio.

- Bridget Caputi voted in as Vice President of STEM Booster Club. All in attendance in favor.
- **Fundraising Updates:**
  - **Fall Festival Gift Basket**
    - Money hasn't been given to STEM yet – No action
    - Need to find who to speak with regarding this
    - Raised \$175 per Mrs. Frizzell
  - **Halloween on the Square**
    - We were selling nachos & cheese, bottled water and donuts
    - A lot left over – a lot of effort
    - Purchases totaled \$156 – only made \$141
    - Supplies/food can be used for other fundraisers
    - Nacho Party for STEM students
    - Decision made that STEM will not have booth at future Halloween on the Square events – small return and too much free stuff on the square for this event – All in agreement.
    - Good turnout and participation by students and parents
  - **Temporary Sport Tatoos**
    - Cost is \$471 – Potential to double this if all sell
    - Bridget Caputi and Colleen Orchanian ordered 12 different varieties
    - Waterproof – will be good for months if sealed in plastic zip bags
    - Can be sold at all sports events, spirit days, STEM students can sell outside cafeteria, sell at elementary and primary schools during recess or in gym during the morning (REMIND App to teachers)
    - Need each principal's approval to sell
    - Ask permission to sell at REC games
    - Sell for \$1/\$2 each
- **Fundraising Strategies:**
  - STEM Booster Club to focus on 3 big fundraisers per year
  - Mrs. Frizzell to manage smaller events with students in school
- **Upcoming Big Events:**
  - **2<sup>nd</sup> Annual Lego League:** Elementary/Middle School Robotics Teams
    - Saturday, December 16, 2017, at Union County High School from 8-3pm

- List of concessions food/drinks, timeline, logistics, roles (see form from Colleen)
  - Make schools attending aware of concessions and what we are selling (variety)
  - STEM Booster Club members looking into different areas for food/drink donations
  - Need help with concessions, possible STEM Activities Stations
  - Possible slideshow for award ceremony?
  - Roles: Booster Club – Registration and Concessions/Students: Guides and Judges, photographer and/or videographer
  - UCHS will not compete
- **BBQ Butts Sale** – talk to past people who did it
  - **STEM Camp** – students to help plan this
- **Myth Regarding Student Fundraising Help:**
    - Issue: Some students thought that sophomores/juniors did not have to help with STEM fundraisers.
    - **NOT TRUE** per Mrs. Frizzell
    - All students go on trips, all have to help to keep costs down
    - Possible policy to be drawn up regarding fundraiser participation
    - Rationalization for students: 50% fundraising effort and minimum met (discounted price). If no participation, have to pay full price for trip
    - Support of teachers that go on trips – Colleen Orchanian proposed to use some of the money we raise to help Mrs. Frizzell with the cost of her trip. Allocate certain amount to help her with expenses before dividing up among students
    - All in attendance in favor

Next STEM Booster Club Meeting: January 8, 2018 at 7pm (Discuss BBQ Butts Sale)

Executive Committee Meeting: December 6, 2017 at 5:30pm

Bridget Caputi motioned to adjourn meeting at 8:11pm.

Michelle Gernannt seconded motion to adjourn.