

Parkway West High School WPO Minutes – October 10, 2023, 7:00 p.m.

Attendees: Jeanna Gossett, Mary Ellen Franciscus, Melissa Pence, Dana Lorenz, Kim Hoeneke, Michael Bertz, Gretchen Bertz, Deelap Kshrsapa, Liza Lampi, Lisa Kilcullen

Meeting called to order 7:03 p.m.

President's Report

- I. Approval of September 19, 2023 meeting minutes – Kim Hoeneke motioned to approve; seconded by Michael Bertz
- II. Capital Project
  - a. Dr. McCabe has proposed revamping the “W” by the football field
    - i. No estimates yet for the project, but in the research phase
    - ii. Gretchen shared a photo of movable letters that may be an option
  - b. Kim suggested banners for light posts; there may have been banners previously so we will check into whether there are banners already
- III. Prom Updates – 2025 Location
  - a. We have outgrown the Doubletree in Chesterfield where prom is currently held
  - b. Location for 2025 needs to sit 600+ for a sit-down dinner
  - c. Many locations do heavy hor d’oeuvres, but not a sit-down dinner
  - d. Hotels in the Chesterfield area do not have needed size capacity so need to look at other locations, possible event center where Prom 2022 was held in Hazelwood, Frontenac Hilton
  - e. Email location suggestions to Gretchen

Treasurer's Report

- I. General
  - a. Totals are almost always an estimate since there is a delay in payment processing
  - b. 2022 tax year taxes have been accepted by the IRS
  - c. WPO needs W-9's from any vendors providing services in excess of \$600 per year; most likely limited to grad party vendors
- II. Budget
  - a. Keep West Best – just getting under way with approximately \$1,300 so far of which \$500 was donated specifically for beautification
  - b. Sports Passes – approximately \$17,000 in passes sold so far; slightly less than past years, which may be due to having few home football games this year
  - c. Spiritwear – aim to make a small profit; \$16,000 is gross sales so far
  - d. Taste of West – exceeded budgeted amount of \$5,000
  - e. Accounts have been reconciled through October 2, 2023
    - i. Approximately \$139,000 in main checking account
    - ii. Approximately \$45,000 in reserves
    - iii. \$10,000 set aside for grad party
  - f. Class Totals
    - i. Seniors - \$18,422
    - ii. Juniors - \$6,095
    - iii. Sophomores - \$1,522
    - iv. Freshman - \$1,956

## Committee Updates

- I. Taste of West
  - a. 20 – 24 vendors seems to be a good number of vendors
  - b. Made approximately \$7,000 after expenses
  - c. Discussion about adjusting start time so that raffle does not conflict with start of the powderpuff game
  - d. Please patronize participating restaurants
- II. Spiritwear
  - a. Approximately \$8,500 made so far this year largely due to lower expenses since a large amount of inventory from last year
  - b. Available in the school store
  - c. Holiday spiritwear store will open up online likely in November
- III. Volunteer Reminders
  - a. Junior class has concessions for the game on October 20
- IV. Staff Appreciation
  - a. Teacher conferences – sign-up put out on Facebook; email will go out as well
- V. Adopt-A-Staff
  - a. 111 staff members signed up
  - b. Communication will go out on October 11, 2023 to families regarding the program
  - c. November 9, 2023 is the first gift drop-off date
  - d. Gifts are to be anonymous until the last gift
  - e. No set amount for gifts; staff who signed up have provided lists
- VI. Beautification
  - a. November 11, 2023 – communication will go out soon for volunteers; possible reach out to Boy/Cub Scout troops and other organizations
  - b. Tracy Gonsior and Gretchen have some ideas for projects
- VII. Keep West Best – no updates at this time
- VIII. Class Updates
  - a. Seniors – none
  - b. Juniors – Sent out email through Membership Toolkit blast for \$25 for 25; not a lot of response, but it was sent during homecoming week so a post will be made on Facebook as well
  - c. Sophomores – none
  - d. Freshman - none
- IX. Upcoming Events
  - a. Adult Trivia Night – February 10, 2024; chaired by Candice Herring and Chris Kallos; volunteers needed
  - b. Prom – April 27, 2024; committee being formed; volunteers needed
  - Homecoming Parade – No throwing candy on school grounds, but may be thrown on the parade route
  - Taste of West – Volunteers are needed; will start marketing Taste of West to the community
  - Next Principal's Coffee is scheduled for February 13, 2024

Next Meeting – November 14, 2023 at 7:00 pm