

**Name of School:** Saratoga High School

**Name of Club:** ASB

**Meeting Date:** 12/12/18

**Meeting Time:** 2nd Period, 8:20 AM

**Location:** Team Room

**Kind of Meeting:** Special

**The meeting was called to order by:** Roshan Verma, ASB President

**The minutes of the meeting dated** October 17, 2018 **were read and approved (corrected and approved) on** December 12, 2018

**Presiding Officer:** Roshan Verma, ASB President

**Roll Called by:** Jolyn Tran, ASB Secretary

**Number of Members Present:**

**Number of Members Absent:**

**Agenda:**

- Discuss the Inflatable Situation
- Debrief the Moshpit Committee's meeting
- Feedback for ASB (communication, potential events, etc)

**Calendar:**

- Saturday, December 1:
  - Winter Formal Dance
    - Set Up Friday 6:00 pm to Sat. 8:00 am
    - Formal 7:30 10:30 pm
    - Clean Up Sunday 10 am
- Tuesday, December 4 Wednesday, December 19:
  - Second Harvest Food Bank
    - 10 Barrels, 10+ Posters
- Wednesday, December 5:
  - Junior Class Meeting
    - During tutorial in Hamilton
- Thursday, December 6:
  - Senior Class Meeting
    - During tutorial in Torrens
  - Sophomore Class Meeting
    - During tutorial in Garcia
- Friday, December 7:
  - Family Giving Tree
    - Ends After school
- Saturday, December 8:
  - Panda Express Fundraiser
    - Starts at 10:00 am (when they open)
    - Ends at 10:30 pm (when they close)

- Monday to Thursday, December 17 21:
  - Hot cocoa/coffee bar during finals
- Thursday, December 20:
  - Possible Christmas Movie Night
- Tuesday to Friday, January 22 25:
  - SUFC Week
    - Tuesday: Assembly
      - Student speakers
      - Teacher panel
    - Wednesday: Poster Activity @ Quad during tutorial
    - Thursday: Teacher Activity in classrooms
    - Friday: fair during Lunch in different classrooms
      - Cultural Clubs lead stations
      - Students lead station

**New School Wide Items:**

- Water Stencil Beautification Project
- New Student Center: done by second semester
- MLK Holiday Service Drive: sponsored by PTSO

**Actions Taken:**

- Approval of Expenditures
- Feedback for events and general sentiment

**Major Expenditures: [include vendor, amount, club, and purpose of expenditure]**

Motion by:

Second by:

Vote Count:

Number For:

Number Opposed:

- **Outreach**
  - Vendor: Los Jamay Tacos/Dinner for new students
    - \$176.40
  - Vendor: Mister Softee Nor Cal/Dinner for new students
    - \$67.20
  - Vendor: Southeast Asian Inspired/105 tickets for new students
    - \$1 31.10
  - Vendor: Smart&Final/New student ice cream social/dance
    - \$50.00
  - Vendor: Amazon.com/Ribbons and Wristbands for Red Ribbon Week
    - 105.45
  - Vendor: Candy for Red ribbon week (Matt Torrens)

- \$30.00
- Vendor: Safeway/Balloons and Candy
  - \$28.05

Total: \$588.20

Balance as of 12/11/18: \$1375.35

- **Facilities:**

- Vendor: Check: Athletic Pierce Signs
  - 142.80
- Vendor: Check: Alexandra Propach;
  - Replacement Parking Permit Refund
  - \$10.00
- Vendor: Los Gatos Saratoga Union High School District
  - Proctors and ASB portion of Golf Cart
  - 5,000.00
- Vendor: Cambrian Glass and Mirror
  - Two mirrors installed in bathrooms
  - \$1246
- Vendor: Rose Brand/Piping and Draping
  - Black Drapes for Winter Formal
  - \$21,775
    - \$20,000 will be reimbursed by SHS foundation
- Vendor: eventrugs.com
  - Red Carpet for Formal
  - \$788.00
- Total Expense: \$28,499.35
- Balance as of 12/11/18: \$2,411.73

- **Spirit:**

- Vendor: Check: Kamari Cheatham
  - Donuts for back to school spirit event
  - \$45.00
- Vendor:: Debit Card: Bay Area Jump/Jump House
  - Trunk of Treat Inflatables
  - \$194..00
- Vendor: Debit Card- Amazon.com/Halloween Decorations
  - Halloween decorations
  - \$62.11
- Vendor: Debit Card- Oriental Trading Co./Halloween Decorations
  - \$23.97
- Vendor: Check: Shetler, Sophia Alexandra
  - Tailgate, Football and Trunk or Treat Decorations
  - \$187.71
- Vendor: Check: Kamari Cheatham .
  - Donut and Q-tips

- \$86.11
  - Total Expense: \$598.13
  - Balance: \$718.56
- **ASB Expenses:**
  - Amazon.com/Shaved Ice Machine and Cups (ASB Approved)
    - \$451.08
  - Wristbands.com/Wristbands for Paul Robinson (To be reimb.)
    - \$206.00
  - Name Cheap.com/ASB Domain Renewal
    - \$15.16
  - Palace Office Supply/Ink Cartridges and Card Stock
    - \$165.42
  - Southwest Airlines/Flight for ASBWorks Conference
    - \$226.96
  - Palace Office Supply/Check envelopes
    - \$128.25
  - Amazon.com/Ink Cartridge
    - \$501.16
  - Costco/Welcome Back to School Packets
    - \$685.84
  - Ike's/Sandwiches for Leadership Camp
    - \$336.48
  - Walmart/Team Room & Classroom Supplies
    - \$70.21
  - Office
    - \$32.75
  - Uber charge (Fraud charge. B o fA credited us back on 8/22/18)
    - \$20.32
  - USPS/Stamps for ASB Office
    - \$206.70
  - Awards Gifts/Coins for Levi's Stadium game (To be reimb. by P. Robinson)
    - \$182.50
  - GMC Moore
    - \$57.27
  - Avery/Labels for Breaking Down the Walls
    - \$47.63
  - Amazon.com/Balloons
    - \$10.99
  - Amazon.com/Straws for Breaking Down the Walls event
    - \$44.95
  - Target/Thank you cards
    - \$13.10
  - Palace Office Supply/Colored paper, pencils and labels (BDTW)
    - \$72.74
  - Quality Logo Products/Tote Bags
    - \$176.95
  - Lets Party Inflatables for Movember (To be credited back due to air quality)

- \$3,710.44
  - Amazon.com/ID badge clips
    - \$16.80
  - Palace Office Supply/Pencils for Breaking Down the Walls Event
    - \$147.12
  - Amazon.com/Sand Bags for Movie Screen
    - \$59.00
  - To cover shortage from Homecoming Rooter buses
    - \$839.00
  - Halloween Decorations and Candy Matt Torrens
    - \$92.32
  - Breaking Down the Walls Plates, Cups, Food Matt Torrens
    - \$263.40
  - BDTW Supplies Kerry Mohnike
    - \$48.97
  - Home Depot/Candy and tubs for Trunk or Treat
    - \$5.16
  - Smart & Final/Candy and tubs for Trunk or Treat
    - \$218.95
  - CVS Pharmacy/Candy for Trunk or Treat
    - \$75.01
  - Storesupply.com/2 plastic holders for slatwall
    - \$19.77
  - Ace Hardware/Jars for collection
    - \$43.57
  - Amazon.com/Adding Machine Tape
    - \$13.49
  - Amazon.com/Cash Boxes and Adding Machine (ASB Approved)
    - \$150.34
  - Amazon.com/Stapler
    - \$7.62
  - Let's Party/Jump house cancellation fee from Movember
    - \$131.46
  - Amazon.com/Stapler and Adding Machine replacement
    - \$81.64
  - Palace Office Supply/Cash Box replacements
    - \$134.75
- **Winter Formal:**
  - Madd Max Cantina/Deposit for Winter Formal Food
    - \$2,802.12
  - iJump/Arcade games for Winter Formal Dance
    - \$703.85
  - Winter Formal Decorator iDesignEvents
    - \$5,504.00
  - Formal Food Scoopzilla Ice Cream Catering
    - \$1343.43

- Amazon.com/Plastic glasses for Winter Formal
  - \$98.07
- Hangers for Formal
  - \$18.37
- DJ and Lighting for Winter Formal: Devin Pennix
  - \$2,950.00
- Winners of “Best Asking” Award: Nakul Nagaraj & Megna Gupta
  - \$100
- **Homecoming Event:**
  - Anderson's/Homecoming Court Items
    - \$312.95
  - Vendor: West Valley Trailways
    - Homecoming Court Bus
    - \$850
  - Vendor: Stages Unlimited
    - Bleacher Rental for Homecoming Week
    - \$2880
  - Vendor: Check: Sunita Verma
    - Sand bags
    - \$16.39
  - Vendor: Debit Card- Floral Fantasia
    - Flowers for Homecoming Court
    - \$381.50
  - Vendor: Debit Card - Quality Assurance
    - Bus 1 for Levi's Stadium
    - \$975
  - Vendor: Receipt: Anna Ybarra
    - Rooter Bus #1- Levi's Stadium
    - \$601
  - Vendor: Debit Card: Quality Assurance
    - Bus #2 for Levi's Stadium Game
    - \$975
  - Lowes/Clamps and Springs for Senior HC Arch
    - \$68.52
  - Buca di Beppo/Homecoming Court Dinner
    - \$736.45
  - Levi's Stadium food/water for students
    - \$173.50
  - Refund for Levi's Stadium Bus Ticket Aravind, Anitha
    - \$10.00
  - Pizza for Homecoming rally setup Matt Torrens
    - \$145.73
  - Blue tape, Food for crew, saw Matt Torrens

- \$750.33
  - Ropes, Hardware for Homecoming Decorations Lubomir Drapal
    - \$144.89
  -
- **Homecoming Dance:**
  - Shindigz/Homecoming Dance Decorations
    - \$ 323.35
  - Amazon.com/Decorations for Homecoming Dance
    - \$258.16
  - iJump/Homecoming Dance games
    - \$1,241.01
  - To cover Homecoming Event Expenses: ASB
    - \$5,000.00
  - Fedex Office/Homecoming Dance Bids
    - \$86.67
  - Target/Lanterns and Dance Supplies
    - \$110.04
  - Smart & Final/Dance snacks and water
    - \$59.67
  - Costco/Pizza for dance
    - \$184.75
  - Walmart/Snacks for dance
    - \$17.92
  - Safeway/Water for dance
    - \$25.44
  - Devin Pennix: DJ, Photo Booth and Lighting for Homecoming Dance
    - \$1,650.00
  - ASB \$3.00 discount for 30 Homecoming Dance tickets posted to incorrect account
    - \$90.00

**Back to School Dance:**

- Dance Decorations: Amazon.com
  - \$123.13
- Dance Decorations: Oriental Trading Company
  - \$34.95
- Dance Decorations: Prosper Chiu
  - 21.84
- DJ: Edgar Surla
  - \$800.00
- New student ice cream social/dance: Smart&Final
  - 75.52
- Dance food & water/Power cords & Lights: Matt Torrens
  - \$231.53

**Future Expenditures:**

- Speak Up for Change Budget Sheet
- Class Winners of the Red Cross Coin Drive
- Class Winners of the 2nd Harvest Food Bank Drive
- BnB Advertisements

**Board Report:**

- [Prosper will give an update]

**Class Reports:**

- Seniors:
- Juniors:
- Sophomores:
- Freshmen:

**Commission Reports:**

- Dance:
- Outreach:
- Spirit:
- Homecoming/Spring Fling:
- Rally:

**Open Comments:**

- [in class]

**Unfinished Business:**

- [in class]

**Minutes Approval:**

- Motion:
- Second:
- For:
- Nay:
- Abstain:
- Absent:

**Date and Time of Next Meeting:**

- February 8, 2019

**Who Prepared Minutes:**

- Jolyn Tran, ASB Secretary



**Members Present:**

- ASB:
- Seniors:
- Juniors:
- Sophomores:
- Freshmen:
- Outreach:
- Dance:
- Rally:
- Spirit:
- Homecoming/Spring Fling: