

## Summer Meeting for 2017-2018 School Year

1. Welcome new members of Steam and Introductions – Tashianna Avery, Community Engagement Manager; Daniella Ruizgil, Recruitment Manager; Tamrynne Eblen, CTO Monon Trails; Lori Bolduc, CTO Carey Ridge, Cassie Rossman, CTO Sheridan; Michelle Whitehead, CTO Washington Woods; Wendy Straw, Fall Product Sales; Jamie Degler, CTO St. Maria Goretti; Heather Lamb, Service Unit Manager; Aileen Lee, CTO Maple Glen; Steph Meyers, Secretary; Lana Lavengood, CTO Oak Trace; Cathy Waiter, Treasurer; not present during roll call but on the way Joanne Hester, WIS/WMS; Paula Ricketts, WHS and Katie Doan, Registrar. Not in attendance Chris Adams, Shamrock Springs and Vicky Silhavy, Cookie Manager.

2. Recruitment – Technically, there is no paper registration now. You can register from phone, computer or iPad. Daniella will give you all new troop numbers prior to the evening of your Ice Cream Socials, so let her know how many you need. [Druizgil@girlscoutsindiana.org](mailto:Druizgil@girlscoutsindiana.org) is her email. So instead of going to Katie you will now go thru Daniella. If your school has poor wifi, you can still have paperwork on hand. Or you will be able to send the parents a link that includes the specific troop number so they can register at home.

If a family chooses to pay in cash or check at the Ice Cream Social, then the registration money just needs to be deposited into the troop account as there is no longer a Membership Community account at PNC.

If a girl/parent gets online and registers on their own, this information will go directly to the leader of the troop they have registered for. Unfortunately, if a girl goes online and does not find a troop that works for them at their specific school, then it may appear that there is not a Girl Scout troop available for them. However, there apparently is a wait list option for them, and if they choose this, then an email will be sent directly to Katie.

The Member Profile there are some different tabs. The Troop tab contains your troop roster, which details what girls and adults are registered with your troop as well as what adults have completed their background check. Under Household tab includes just the information for your specific home.

3. Ice Cream Socials dates; times listed below indicate when the table needs to be set up by:
  - a. Heather asked Daniella to print out the catalog page for each school by troop so these are available for the respective CTO's at their events.
    - i. Oak Trace is on Thursday, August 3 at 6:30pm
      1. Meet the Teacher Night is on Tuesday, August 22 at 7pm.
    - ii. Shamrock Springs is on Monday, August 8 at 4pm
      1. Meet The Teacher Night is on Tuesday, August 15 at 6pm
    - iii. SMG is Wednesday, August 9
    - iv. Maple Glen has Back to School Social on Monday, August 7 at 6pm; Kindergarten Parent Info on Tuesday, August 8 at 6pm and other grades on Tuesday, August 16 at 6:15pm
    - v. Carey Ridge is on Monday, August 7 at 6pm
    - vi. Washington Woods is on Monday, August 7 at 5:30pm
    - vii. Monon Trails is on Monday, August 7 at 6pm
    - viii. WIS/WMS is on Thursday, August 3 & Friday, August 4 from 8am-11am and Noon-3pm; then on Thursday, August 3 also from 5-7pm.
      1. Meet the Teacher Night at WIS is Wednesday, August 16 at 5:45pm
      2. Meet the Teacher Night at WMS is Thursday, August 17 at 6pm
    - ix. JoSheWe will have the craft room at the library for registration on Saturday, August 19 from 11am – 3pm – Katie is looking for volunteers. She will send out an email.
4. GSCI Updates/Changes – Volunteer Toolkit is up and running this year, so please make sure your troop leaders and yourself check it out. For new leader orientation, there is now a video for them to view and then they can meet with Tashianna for their GSCI training. It was decided that CTO's will ask their new leaders to watch the video prior to coming to the monthly leader meeting where the remainder of their training will be conducted by Tashianna, Jamie and Wendy. This will be offered during both the September and October leader meetings.

Every Service Unit now has a Retention Goal (ours is 70%), and a Recruitment Goal, which Daniella will email our goal to us.

Katie explained that it is quite difficult for us to keep track of troops since we truly have no access to who has registered already, who still needs to register and/or who has disbanded. Katie asked that Tashianna provide us a list of troops within JoSheWe and their respective status.

5. Move to Electronic

- a. Google Drive – We went through the drive and the respective folders. CTOs use previous sheets and update whenever possible for each new event.
- b. Google Forms – Call Michelle when you have questions.
- c. Event Signups – For GNO and Me & My Guy, using the electronic signup along with the Paypal is a must. If you absolutely have someone insistent on paying cash, we will do it, but it's not preferred.
- d. Paypal – We do have a card reader if needed to use at events such as the Me and My Guy for raffle ticket sales. Yes there is a small fee for using it each time, but it is very minimal and not significant when compared to the amount being charged. Heather and Michelle also need to figure out how to designate the money coming in so that we know what event is to go toward.
- e. Website – The site doesn't seem friendly, and Heather would like for us to take back the site so that we can make it more Paypal friendly. Aileen and Heather will discuss offline on how to use Word Press, where it will also be hosted. Tamrynne explained that she redid the website for their PTO and it was never used but yet had to be updated continually. It was suggested instead to just use our FB page and our Google Docs page for the Service Unit. However, Heather felt we need a website page that has all of our forms and documents for those not on FB, so they can still get to all of the needed information. Katie has volunteered to work with Heather on this website!!

6. Finances

- a. Review of our accounts – We are about \$800 less in our accounts this year vs. last. Both Admin and Me & My Guy had more expenses this year than previously; are probably the biggest standouts.
- b. Capital Campaign Yearly Donation – Two years ago we gave \$1 for every girl in JoSheWe. Heather explained that she knows most troops ask their girls to tithe an amount for a charity from their cookie sales. Are we interested in doing something like this toward GSCI? Paula suggested that instead of making a GSCI donation that we give the money back to our older girls via scholarships or earmark that money for older girl events for retention. Paula and Joanne will work together on some upcoming event(s) for the Cadettes and above girls.
- c. Event Card Costs – Are these cards really effective in driving more leaders to the meeting? Are these more of a pain when it comes to the events than they are worth? Dollars lost from these cards in 2016 was \$325 and in 2017 was \$400. It had been discussed to do-away with the cards and motivate leaders with Starbucks cards or other types of gift cards. Paula and Cathy both expressed that they felt the leader appreciation snacks/drinks was a good thing, and Paula said she would continue to do it for the upcoming school year. It was voted on whether to keep or abolish the Event Cards. The vote was unanimous to abolish the cards.

7. Binder Process – The binders are available from previous years. However going forward please start putting together your recaps (lessons learned similar to the sample we saw from Aileen on Cookie Kickoff) on our Google Drive. The Purchase Request and the Event Financial Summary still need to be submitted to Cathy. Cathy will go through the binders to see if there are any additional sheets that she needs. We do want to keep the binders so that we have a sample of each respective year's fun patches. A page at the beginning of each binder needs to be created includes what school/contact is handling each respective event each year. Please put a copy of your recap and your financials into your binder. We will use Cassie's event (Sup N Sing) as the guinea pig as far as what information we need and what we don't.

8. Handbook and Policy Review – Cathy passed out the Event Planning Packet and asked if anyone was using this. Cathy has proposed that she will put together a list of items that are needed for an Event Financial Checklist. She

will put it out on our Google Docs drive. Steph will go through the Handbook and present the necessary changes at the 1<sup>st</sup> STEAM meeting. Lori suggested this needs to be a working document because there will always be things that need to be added and/or deleted.

9. Events: Rotation & Lesson Learned
  - a. Revisit each event and share lesson learned to pass on to next
  - b. Revisit financials/attendance
  - c. Plan registration
  - Service Unit Project –
  - Sup N Sing – Friday, September 29; the place is TBD
  - Camporee – Friday, September 22 through Sunday, September 24 at NaWaKa
  - Christmas Caroling – Lori is double checking the Carey Ridge choir schedule to make sure it doesn't conflict with our caroling event.
  - Gingerbread Houses – Saturday, December 2; We need to get a CTO for Shamrock Springs because if not this event is going to be in trouble. We have to provide volunteers to work this event. In order for there NOT to be a sponsor of this event, Peter from the City of Westfield has asked that we run it so they do not have to send their volunteers. Last year we donated \$410 to Open Doors Pantry from the monetary donations!
  - Cookie Kickoff – Friday, January 5
  - World Thinking Day – Saturday, February 17
  - Girls' Night Out –
  - Me and My Guy –
  - Tween – May 4-6 with a less expensive adventure this year
  - Teen – August 18-20<sup>th</sup> at Morgan Monroe State Forest for Glow In The Dark Olympics; registration is due no later than Friday, August 11
  - 4<sup>th</sup> Grade Mixer – Heather explained that her initial thoughts in doing it at WIS gave the girls an opportunity to see the school, the playground, etc. Joanne explained that it would be nice to get at least 1 girl from each of the older troops. Joanne suggested doing it on Wednesday, May 9.
10. Storage / Event Supplies – Since we aren't renting a storage unit, we need to go out on Google Docs and make sure our event supplies list is updated so that we all know what we have! It doesn't matter where the items reside, we just need to update the JoSheWe Inventory excel sheet that is within the STEAM Folder on Google Docs.
11. Facebook Page – Encourage your CTO's to use this page to share ideas and events that were successful or your experiences on events via the GSCI program guide!
12. New Business/Any other suggestions?
  - a. Meeting Location – We had 2 church locations that Heather has tried to get in contact with, and sadly neither have responded to her in a timely fashion. Lana explained that INSPIRE Church is building next to Grand Junction Brewery, and they are very open to everything Westfield. Unfortunately this church won't be ready until October, so it was suggested that we meet at the school for our 1<sup>st</sup> meeting. The babysitting policy needs to be firmed up, so any troop that volunteers MUST HAVE at least 2 adults in addition to the 3-4 girls that are watching the younger children. Jamie is going to check into SMG as an option for us; possibly at least until we find another option.
  - b. End of the Year Meeting – Targeting this meeting to focus on bridging.
  - c. Summer Lunch Open Doors - Alice is retiring and would Like Girl Scouts to take over the program. Heather needs to create a new system for helping her so it doesn't all fall on Heather's shoulders. We will check at first meeting of this next school year to see if a troop would like to step up and manage Open Doors summer program.
  - d. Postal Fliers - Tamrynne and Paula stepped up to take care of the postal flyers for Open Doors. Tamrynne's school does have the service project this year for the unit.
  - e. CRP/First Aid - Michelle's sister is trained to teach so we will check with her and see if she will facilitate our training.

- f. High Awards – We need to do a better job of promoting OURSELVES. Let's put together a list of all the higher awards that girls/troops within our service unit have done. Let's get our girls excited about sticking with Scouts as they go into Middle and High School. Heather also has a contact at Current and we need to encourage posts on Westfield Chatter so that we continue to gain exposure in the public.
- g. On the Saturday of the Hamilton County 4H Fair next summer, Paula would like to coordinate the older girls to work in the kitchen with the Home Economics team.
- h. Service Unit Bridging/Girls of Distinction – Heather is interested in coordinating the Girls of Distinction, while Michelle volunteered to put together the Bridging Ceremony.
- i. National Conference – It was discussed to use JoSheWe funds to send as many of us that are able to attend on October 6-8, 2017.
- j. Personal Safety Event – This had great attendance; 175-200 girls. Heather will book another date in the fall to host the event again, and she volunteered to be his wonderful assistant again. ☺
- k. Carmel Fest Parade – It was voted down to participate with a float in the Carmel July 4th parade next year? We would love to participate in Westfield Homecoming Parade. But until we get a teacher to sponsor the Girl Scout Seniors and Ambassadors in the High School, then we cannot have a float.
- l. Westfield Derby Car Race – It was discussed to have a Girl Scout car in this race decorated with cookies and other GS symbols. Paula is happy to organize this activity.
- m. Paula is now trained to do plant identification with animals. The program is about finding food in nature. Activity is free but if you would like a patch the cost is \$2.