

**Caldwell Honors for Students  
Caldwell High School  
November 5, 2019**

***ATTENDING:***

President Schehl, Treasurer Hall, VP Gaydos, Secretary Snyder

***MINUTES:***

Read and approved by all

***TREASURER REPORT:***

2 \$200 book reimbursements paid, C Siddle, R Bickford, interest \$.20

***ADMINISTRATIVE REPORT:***

School Counselor Polen could not make the meeting

***NEW BUSINESS:***

- Teacher Grants - \$500 –email Andrea the grant paperwork and ask to have brochures and teacher grant forms put in teacher mailboxes
- Work night – address corrections were found as we put on labels, stuffed envelopes and stamped them for the 2020 Membership Drive

***OLD BUSINESS:***

No mention of timeline in bylaws to limit the amount of time that students have to request book reimbursements- but the form handed out to students of instructions of how to get reimbursed at the Awards Assembly states that students can request payment the following year after high school for advanced schooling into the winter and spring terms of the next year. Treasurer Hall made the recommendation to abide by the form and not pay out reimbursements that are over that time limit.

***ACTION ITEMS:***

- Secretary to email School Counselor brochure and teacher grant forms to be put in teacher mailboxes at the high school
- Secretary to make changes from Election Board of the Officials list we send to, to prepare the corrected labels from address corrections, to print labels from list of the Friends of Honors for Students and finish Membership Drive mailing

***NEXT MEETING JANUARY 6TH***