**PTO Meeting Minutes**

**Monday, July 29, 2019**

Attending: Julie Kent, Leah Vickers, Miranda Freeman, Stephanie Riley, Bevin Sekora, Erica McRae, Andy Crutchfield, Kristie Crutchfield, Renee Gilman, Christina Randall, Martha Camacho, Kim Perry, Jason Torian, Theresa Torian, Stefanie Derby, William Hill, Tamisha Palmer, and Mary Ross

I. Introduction of new board members and attendees.

II. Reviewed Committees and volunteers currently in place to be committee chairs:

1. **Membership committee**:

Julie described the position and discussed sharing PTO information with all interested people on a mailing list whether they are a paid member or not. Paid members contribute by providing teacher grants and contributing to school improvements. They also have the opportunity to vote. We need to prepare paperwork for two categories (paid/not paid). We do not currently have a membership committee chair.

2. **Quarter Auction**:

Julie described the quarter auction and how it works. In the past attendees received lunch as well. Kristin Sullivan is the quarter auction chair, and also organizes the vendor fair, Little Shops at Little River. Saturday, December 7 will be the date of the vendor fair. The PTO will need volunteers for the event. Volunteers can collect quarters, sell paddles, etc. Went over money raised from events last year and what the events look like. October 12 will be the date of the quarter auction. We would like to look into lining up another quarter auction in the spring with book fair. We considered this for the fall book fair, which begins October 24, but it doesn’t work out due to Carrington’s fundraiser.

3. **Bookfair:**

Renee Gilman and Melanie Cheatham are the chairs of the book fair committee. Our fall book fair will be Thursday Oct 24 - Thursday Oct 31. We have big volunteer needs for this event, including set-up, break down, working cash registers, etc. The books and materials will be delivered Wednesday, October 23. We will need volunteers to set-up. Friday, November 1 we will need volunteers for clean-up. Volunteers receive discounts for the books fair.

Spring book fair will run from Thursday March 5 through Thursday, March 13. Again, we are hoping to hold a quarter auction on Saturday, March 7 and have the bookfair open at that time. We will need volunteers for 1 hour of sales that Saturday.

4. **Science Night**:

Julie described Science Night and expressed that Thursday, October 3 be that date for this year’s Science Night.We will need volunteers for science night.

5. **Family Nights:**

Julie will be the chair for this committee but would love some assistance, especially with coordinating with business owners to pick up checks and having friendly PTO faces at the family night events. We will try to schedule these the third Monday of each month. Businesses prefer Mondays because business is typically slow and it scheduling it every third week won't conflict with PTO meetings.

4. **Spring Carnival**:

Tracy Byerly and Beth Aubrey will chair this committee. Current dates we are considering are May 2 or 16, but we may possibly switch it to a Friday night. Easley and Voyager had more success with moving their carnivals to Fridays. Saturdays compete with spring sports. We will need to coordinate with after school if the event is moved to a Friday. We'll come back to this later once we can discuss it with committee chairs.

5. **Box Tops and Shopper Loyalty:**

Eliana Cabreara will chair this committee. There is an app available that might simplify the process. We need to further push Amazon Smile, add QR codes, links, and reminders. Boxtops will need to be submitted by: Nov. 1 then March 1. Class celebrations will follow for those who bring in the most Box Tops. We need to remind parents that they need to relink every year. They can do this online. We are hoping Harris Teeter will extend the gas points program once the new stores open. We made a lot of money with Kroger previously through gas points.

6. **Hospitality**:

Michelle Schalliol will head up the Hospitality chair with assistance from others such as Stefanie RIley. Michelle has expressed an interest in using hospitality funds to support adopted teachers rather than distributing them among homeroom classes. We will look into this further.

7. **Room Parents**:

Erica McRae will head this committee and hopes to streamline communication. We will look into communication apps like" remind" to streamline communication.

8. **Go Play Save:**

Beth Aubrey will chair this committee. Books will come in on Friday, November 8, distributed Tuesday, November 12, and collected Friday, November 23. The PTO will send them in the following Monday or Tuesday. Go Play Save brings in around $2,000. Volunteers on Friday, November 8th would be most helpful.

9.**Talent Show:**

Pat McAuley will chair this committee. The date of the event will be announced at a later time.

III. **Budget**:

1.**Teacher Grants:** Room parents will communicate how much we raise through fundraising and what we do with the money raised. Much of it goes to teacher grants. Teacher must be paid PTO members to receive their grants. Teacher grants not only go out to regular classroom teachers, they go towards art materials, athletic equipment, items needed for Encore, counselor needs, EC, AIG, etc. Last year’s  budget was $13,205. This year $13,600 is the proposed budget. One adjustment: Last year the “awards program” was suppose to be $350 but apparently the digits were misplaced and it was labeled $530. Regardless, none of the funds were used. Parents and teachers were unaware of the funds. We are considering re-allotting funds to give separate funds to 5th grade and middle school. We will contact Mrs. Stockburger about where the 5th grade funds went in the past, and what a reasonable budget would be to meet the needs for 5th grade graduation. Middle school would like to relabel funds as “middle school celebration funds” or “middle school support” funds.

2. **Grade Parent Funds**: The budget for grade parents for parties will change from last year as student numbers change. We can finalize that number within the first ten days of school. Last year the budget was $1575. It will likely similar this year. One teacher was missed last year. Numbers this year are expected to be more accurate.

3. **Fundraising**:

Estimated amounts we will bring in from events:

* **Book fair:** Our projected earnings this year was $4,000. We ended up making $4600. We plan to keep the projected earnings around $4,000. Two years ago it was set at $3600. Opening at 7:00am helps as kids were buying items before school. We brought in $2000 in sales at Grandfriend’s tea.
* **Boxtops & Shopper’s Loyalty:** 2 years ago we made $2333. Last year we made $1271. Our projected earnings this year will be $1300. We may make more from Harris Teeter once the new stores open, but we can’t depend on it. We need to push harder on the things that are available.
* **Go Play Save, Entertainment Book:** We earned $2594 last year. We will keep the projected earnings at $2100, but consider increasing later.
* **Family Nights** - 2 years ago we projected $2000 and made $2469. Last year we only made $937. Julie will be taking over family nights again and, focusing on restaurants we get more money form like Pomodoros, Picnic, Hog Heaven, etc. We will not attempt restaurants we have to show flyer for. Restaurants for the year will likely be lined up within 2 weeks. We will keep the budget at $2500 and increase communication for events.
* **Fundraisers:** 2 years ago the projected earnings were set at $9000 and we only made $3135. It was adjusted last year to $3500 and we made $3815. We will set this budget at $5000 for this upcoming year but hope to make more through events like the Quarter Auction. Principal for a Day raffles are sold at open house and placed in folders at Open House. Last year we made $120. Maybe sending out a 2nd reminder will help increase numbers.
* **PTO Membership**: 2 years ago we made $460, but we also bought items to give out to members who signed up. Currently LR PTO has 140 people. If this is accurate we should make $700. It is unclear if in the past the cost of hotdogs has come out of membership. We will put this on hold to figure out what was paid out for food before determining a final number for this item.
* **Spring Carnival:** 2 years ago we projected we would make about $2500 and made $1400. We only made $500 last year. We had some vendors in gym but this could increase. We need to increase the number of attendees. Maybe moving it to a Friday will help. We can also try to bring every class in by auctioning off grade level baskets and teacher experienced. Room parent organization can help with this. We may be able to use an online app for the silent auction. We need to discuss this further. We will drop the budget from $2500 to $1500.
* **Yard Sale**: We could sell parking spaces in the parking lot. If we can find someone to head it up we may be able to earn about $400 dollars (as projected by past efforts).
* **Safe Schools and Wellness:** This goes towards first aid supplies and batteries for the defibrillator and items for the school marathon. Defibrillator pads need to be replaced as well. We’ll check through old records for the price of replacing pads and batteries.
* **PTO supplies and programs** is set at $550, and will remain the same.
* **Beautification** is set at  $50 (for grounds/school beautification) and will remain the same.
* **Other Expenses:** The PTO insurance doesn't currently have sufficient coverage and needs to increase. We are currently paying $89 a year for State Farm coverage, which covers theft by board members only. Board members have to repay stolen money through the current coverage. In order to protect board members we have a couple of options. We can keep our current plan at State Farm $89 and add $479 a year extra coverage, or go through PTO Today. We currently have financial management software through PTO Today and would receive a discount on software if we go through their plan and pay $494. At most the coverage would cost $624, if numbers stay as they are currently listed.
* **Ideas:**
  + Ford has a program, “Ford for Your School”, where you can test drive cars and the school get $20 for each person up to $6000.
  + The Apex Color Run - Positives: They do all the work and many schools have made a lot of money off of it. Negatives: The company gets a large percentage and school time is taken up with pep rallies.
* We will have another meeting in 2 weeks on August 12. We will go over updates from numbers and have the budget ready to send out for approval. This will go out to last year's membership so they can provide feedback.

**IV. In Closing:**

* Our current goal is to have all things on the PTO calendar in 2 weeks, before open house.
* Please let us know if you have any interest in volunteering
* Reminder: Please renew background check. It’s best to do it in the summer.
* Our next meeting will be Monday, August 12