

Hilliard Bradley PTO



MEETING DATE: DECEMBER 4, 2018

ATTENDEES: President Crystal Billman, Treasurer Jerri Letcavits, Secretary Rita Martin, Christine Gazda, Angie Copeland, Brooke Germaine, Stephanie Lambert

SECRETARY'S REPORT: Minutes from the November 6th meeting were reviewed and approved subject to edits being made, which were subsequently made..

NEW BUSINESS:

I. TREASURER'S REPORT.

1. The updated 2018-2019 budget was shared, reflecting a balance of \$5,148.62 in checking, \$1,078.18 in the Benevolent Fund, and \$568.90 in proceeds from the Cares and Shares 5k that did not move forward. Key updates include:

- Benevolent fund expenses have been processed for the Leadership Retreat and the Specialized Behavior Program's Thanksgiving meal.
- A thank-you email was shared that was received from Sasha Buckingham on behalf of the Specialized Behavior Program.
- An additional check from Kroger Rewards is on its way in the amount of \$321.86.

II. NEW BUSINESS.

1. Becky Mottlow attended the meeting to present a request on behalf of the Model UN program. Becky is a Spanish teacher and is a Model UN co-director with French teacher Eric Howard. Becky provided background information about the students' participation in Model UN, and the fundraising they conduct. With more kids participating each year, it becoming more difficult to raise enough funds to cover the \$275-\$300 per person cost. A donation was requested to help supplement fundraising efforts.

After Ms. Mottlow concluded her presentation, the PTO discussed the request and approved a donation of \$150.00 from the Benevolent Fund. The donation amount is the same that was provided for the Leadership Retreat this year, to maintain fairness.

Stephanie Lambert provided an ISPTO update. She said meeting was very brief and the ISPTO suggested each separate PTO review its bylaws. President Billman confirmed that our bylaws were revised just last year.

- The ISPTO's Vice President and Assistant Treasurer roles remain open for next year.
- The 5-year Secretary of State filing will be due in June

2. **Upcoming Dates:**

12/14 - Coffee Cart

Dec - Christine will prepare cards and cookies for teachers, office staff

02/10 - Prom Dress Sale

02/13 - Conference Meal for Teachers

3. The next teacher conference meal will be February 13th. President Billman will reach out to Texas Roadhouse to see if they will donate a potato bar. Additional items may be needed to make the meal more substantial (possibly salad and dessert).

4. Angie shared the updated scholarship application, which was reviewed and approved. She provided an overview of the process, detailing how applications will be turned in to the Guidance office, the PTO will mark out names to maintain anonymity, and then provide them to the teacher committee for consideration. The scholarship is \$250.00 and the winner will be announced at an event the school holds where other scholarship winners are announced as well.

5. **Fundraising:**

- Christine and Angie provided an update on the potential t-shirt fundraiser, and advised they determined it was not a viable option.
- Angie provided an outline of another potential fundraiser collecting used shoes for micro-enterprises to sell in third-world countries. She will provide the website to everyone to review further. There may be an opportunity to partner with the National Honor Society to solicit help from members who need service hours. We could earn \$1,000.00 for each 2,500 pairs of useable shoes collected and bagged.
- We need to confirm with Mindy how many families we have for distribution of the Cares and Shares proceeds (\$586.00). Once we know how many families, we will divide the amount, supplementing if needed, and purchase gift cards. We need to finalize by next Friday, December 14th, so there is time to get the gift cards to the families.
- Dress Sale - Angie will send a Save The Date out this week to advertise the sale. We will update the flyer in January. There was discussion about the PayPal account and we will want to have it ready to go for the dress sale, so we can advertise that we can begin accepting cards at the sale, for consignment fees and purchases.

Next Meeting: January 8th in the Hilliard Bradley Media Center.