



Hilliard Bradley High School PTO

Hilliard Bradley Media Center

September 14, 2021 7pm

Meeting Notes

Topic	Presenter(s)
Welcome and introductions - Those in attendance: Jerri Letcavits, president; Karen Polling, treasurer; Brooke Germaine, secretary; Bill Warfield, principal; Frances Robbins, spirit night coordinator	Jerri Letcavits, president
Approval of Minutes - Minutes were approved with no changes needing to be made. - <u>Brooke</u> will get them added to the PTO webpage.	Brooke Germaine
Principal's Update - Oct. 10 Homecoming will be an "outdoor festival" on the football field (weather permitting). Bradley is waiting to see how it goes with Darby this weekend to finalize plans. But as of now, here are the plans: DJ, Lights, NO food, Bradley students ONLY! - Working on planning special moments for Seniors (Senior Thanksgiving at Der Dutchman??) - PTO teacher rep: Cami Kowalski - Conferences are October 13 over zoom.	Bill Warfield, principal
Treasurer's Update - 2020/2021 Audit report (still pending). <u>Jerri and Karen</u> need assistance. Megan Contrel may be able to help. - 2020/2021 Reviewed and a few changes were made: <ul style="list-style-type: none"> Due to zoom conferences, no meal will be provided. That decreased the budget by \$500. (current now \$3935) We received \$346.36 from Kroger and about \$25 from Amazon smile. - Karen is now officially on the Key Bank account.	Karen Poling, treasurer Jerri Letcavits, president
Fundraising - Freshman Parent Meeting, Aug. 12; went well. \$70 was raised. Suggested to sell "parent" shirts next year. - PayPal giving Fund donations (ongoing). <u>Brooke</u> needs to add "Click here" so it is more user friendly on the website. - Kroger Rewards - Bradley Mom/Dad t-shirts updates: <ul style="list-style-type: none"> Bradley Open House September 15 was changed to virtual, so we 	Jerri Letcavits, President

<p>were unable to sell. Need to find other ways to sell the ones we have purchased!</p> <ul style="list-style-type: none"> • We hope to sell at the Homecoming Game on October 1 as well as other games! Mr. Warfield is going to help brainstorm some ideas! • Advertising Senior shirts may not be advertised at the school due to Jostens selling their items. Mr. Warfield is getting clarification. • Online order is up until September 30. Shirts will be ready 2 weeks after sales end and can be delivered or picked up at the store (Powell Prints). <p>- Amazon Smile: Brooke is to add directions on the webpage so families can sign up.</p>	
<p>Spirit Nights</p> <ul style="list-style-type: none"> - September 21-McAlisters, 4-8pm. All sales. No flyer needed - October 15-Wendy's Roberts Rd. - November 3-Texas Roadhouse - December-Bibibop (date TBD) - Brooke needs to add all dates to the webpage and post on facebook and instagram. Frances needs to post on twitter and finalize December. 	<p>Frances Robbins, Spirit Night Coordinator</p>
<p>New Business</p> <p>-Coffee Cart:</p> <ul style="list-style-type: none"> • We need to plan for 150 staff. • Dates: September 28, November 9, January 11, March 8. • We were hoping we could use the leftover pop and water bottles from last year, but they were not in the PTO supply closet. Not sure what happened? • We will use donations to cover the cost of the coffee cart. 	
<p>Adjourn</p> <p>- Meeting was completed around 8:15?</p>	
<p>Action list:</p> <ul style="list-style-type: none"> - Brooke will get August 10 notes added to the PTO webpage. - Brooke will add directions to Amazon Smile to webpage and facebook , - Brooke will update webpage ("Click here" to paypal, add additional spirit night dates) - Brooke will continue to update facebook and instagram with Amazon smile, t-shirt sale, and spirit nights. Also add the "Class of 2022 seniors" to facebook. - Jerri/Karen will reach out to Megan Contrel to get the 2020/2021 audit complete. - Frances will continue to update twitter about t-shirt sales and spirit nights. Continue to use handles to get the word out for twitter: @wwarfieldadmin and @BradleyHighSchoolParent. - Frances needs to finalize December Spirit Night at Bibibop. - Everyone needs to repost info about t-shirt sales, spirit nights, other fundraising, and meeting reminders on their social media as we are able! 	