

GENERAL MEETING MINUTES

Wednesday, 1.08.2020

2019-2020 PTO GOAL & Objective:

- Take care of each other & this place, while functioning within a revised and balanced budget.
- To welcome & provide 1-1 training to new parent volunteers so they can feel confident and have fun supporting various roles & responsibilities

Attendees: Jennifer Kuck (President), Jerry Mountain (Vice President) Robbie Thomas (Treasurer), ~~Janine Burnside (Secretary), Holly Meister (SDE-Principal)~~, Melissa Peterson, Suzanne Graham, Jennifer Froliger

Welcome & Introductions Jen/Jerry (5 min)

- 6:33pm Meeting Started
- No new attendees to the room; therefore, formal introductions were unanimously voted to skip in order to move directly into old business to maximize general discussion time
- Jennifer Kuck took Meeting Minutes to fill in for Janine Burnside

OLD BUSINESS:

- **Secretary Report** (5 min): December Meeting Minutes; Review & Vote to Approve
 - Motion to Approve: Jerry Mountain
 - Motion 2nd to Approve: Melissa Peterson
 - Motion to Approve passed with unanimous vote of the house
- **Treasurer Report** (10min) Robbie Thomas:
 - Transaction 12/04/2019 - 01/04/2020 Report Reviewed by Robbie Thomas & Approved by general assembly (See attached handout prepared by Robbie)
 - Penguin Patch (PP) & Holiday Hotcakes(HH) income and expenses provided; however more info needed to know actual profits.
 - PTO was charged tax for PP, need to try to avoid that in the future
 - January Anticipated Expenses:
 - Author Visits: Need more advanced notice for Treasurer to anticipate when checks from parents and when PTO checks need to be written to the authors

- Motion to Approve January Treasurer report pending profits for PP & HH being reported in February: Jennifer Kuck
 - 2nd Motion to Approve January Treasurer Report: Melissa Peterson
 - Motion passed with unanimous vote of the house
- **ISPTO Report** (0 min) by PTO Reps Robbie, Jenn K, and/or Jerry
 - All PTOs in the district shared Passive & Active Income activities such as WalkATHons, ReadATHons, MANY different Spirit Night vendors, etc.
 - A complete compiled list of these along with which schools use them will be available at the February ISPTO meeting
 - Next ISPTO Meeting: Horizon Elem 3rd Wed of the month
 - **Holiday Hotcakes Recap:** (5min) Lead Coordinator: Melissa Peterson
 - Overall the event was a success!
 - Significantly LESS pre-registrations this than last year. Feels late in the year. Feedback discussed included other similar events in teh community are earlier, people leave town for the holiday as soon as school is out, etc.
 - New Chris Cakes representative assigned to SDE just a few days prior turned out to be really well organized and the style of service that used required less volunteers than previous years.
 - **Penguin Patch Recap:** (10min) Lead Coordinator: Nikki Hampson/Melissa Peterson
 - Melissa Reported for Nikki who was not in attendance tonight
 - Overall a success. Daytime volunteer help was again challenging. Illness eliminated a couple key all day volunteers, but others stepped up the best they could. Kids seemed to enjoy it.
 - Not enough .25cent through \$3.00 items for the kids to choose from sent by the company. Need to investigate options for restocking next year. Potentially look into other vendors.
 - **Christy Leiner has stepped up to Coordinate this for next year.**
 - Motion to Approve Christy as PP Coordinator for 2020: Robbie Thomas
 - Motion 2nded by Melissa Peterson
 - **Motion Approved with unanimous vote by the house**
 - **Idea to move both PP & HH this earlier, and maybe a 1 weekend afternoon/night event?**
 - Current annual Saturday (12/21/19): always falls on the last weekend just before Christmas (on Wednesday this year) and 1st Saturday after school is out. Maked getting volunteers to help difficult
 - Motion to Move the Date: Christy Leiner

- 2nd Motion to Approved
 - **Motion Passed with Unanimous vote**
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- **Family Movie Night (Feb)?** (5min) Suzanne Graham
 - February/March may not be good for the coordinator; and, this time of year has potential to conflict with Flower Sale contact non-compete clause.
 - **Friday, 4/3rd** was discussed and unanimously agreed upon as a potential Spring Movie night date.
 - February/March Movie Night may conflict with Fortmeyer Flower Sale Contract. See explanation under New Business: Flower Sale contract below
 - Summer movie nights thoughts and ideas were tabled due to lack of volunteers to coordinate and run it.

NEW BUSINESS:

- **Flower Sale Contract and Plan** (5-10 min): Lead Coordinator: Robbie Thomas
 - Thurs, March 5th: KickOff by Fortmeyer representative in the gym piggy backed with CTL led assembly. This combo is pre-approved by Principal, Holly Meister. Robbie will be meeting with the vendor for training on the electronic/software system etc. PTO need not be there, but it would be nice to have a presence by just 1 PTO member just incase something comed
 - Friday, May 1st is Flower Delivery Day:
 - NOTE: delivery is the very next day after Spring Fling 4/30th evening.
 - 6-10 daytime volunteers: unload delivery truck quickly and sort into customer orders on the far ILC/baseball field parking lot
 - 5-7 volunteers 4:00- 7:00pm: To finalize delivery by double checking and verifying customer inventory, obtain customer signatures, and help customers load flowers into customer vehicles lines up in the special flower pickup car line quickly.
 - Per Robbie Thomas, Flower Sale Coordinator, the contract states that no other fundraisers are permitted within 4 weeks of this fundraising event. Robbie will follow up with clarification.
 - Action Items:
 - Incentives Ideas Needed: Principal working on the roof for a day was discussed among other previously motivating incentives used in the past.
 - Volunteers Needed: Money collection/Data entry Day in March and Flower Delivery Day on May 1st

- **2020/2021 Budget Sketch** (5min) Robbie Thomas

- Robbie's goal to finalize and vote adopt the 2020-2021 budget by April was unchallenged
- DRAFT 2020 Budget provided to all attendees in hard copy form, and reviewed by Robbie Thomas. Highlights included but are not limited to:
 - Potential to Increase Book Fair Scholastic Dollar allotment to balance cash provided to teachers to help balance the budget
 - Action Item: Follow Up with Amy Kuehnl
 - 5th Grade Graduation Budget reduction to from \$1200 to \$1,000 for next year
 - Treasurer requested that the 5th Grade graduation coordinator this stay within \$1,000 this year if at all possible.
 - \$400-\$500 graduation tshirt and approx \$500 Ten Pin Bowling event for all students expenses were discussed at the September 2019 PTO meeting. General feedback since September Meeting:
 - student do not wear them after 5th grade per alumni parents and students
 - Noone has stepped up to lead tshirt aspect for Christy Leiner, the Coordinator. Christy plans to schedule a 5th grade Parent Committee where this will be discussed and finalized in Feb/March. Christy is still open to a parent volunteer stepping up lead shirts which requires the responsibilities of collecting payments from parents, creating a shirt design, and distribution of shirts within a now tight timeline.
 - Spirit Wear provides SDE student the opportunity to purchase through a vendor for profit, rather than shirts continuing as an annual PTO expense

Officer and Coordinator Sketch (5min): Officer & Coordinator sketch

- All PTO board/officer positions have a 2 yr term per SDE 2019-2020 by-laws.
 - Secretary Position: Accepting Nominations at March 4th PTO meeting
 - Treasurer Position: Accepting Nominations March 4th PTO meeting
- Vote of New PTO Board members scheduled for April 1st
- Action Item: Should Treasurer term dates align with Start/End of Budget Dates? Should there be an overlap of terms for smooth transition of this unique position? Discussion tabled due to meeting time running out
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- **Spring Spirit Wear** (5min): Jerry

- Powell prints has said yes to requests to provide more marketing and visual presence including a QR code. They have been very flexible and nice to work with this year.

THIS QUARTER:

January 15th: Spirit Night - Rusty Bucket

January 23rd: Skate Night @ Skate America

February 5th: PTO Meeting

February 6th: Spirit Night - Texas Roadhouse

March 4th: PTO Meeting

March 5th-18: Flower Fundraiser