

Meeting Minutes 9-21-18 Green Trails PTO meeting

Minutes: 9:30-11:00 AM

In Attendance: Rene Sommers, Andrew Ging, Katie Nagus, Brooke Senior, Arianne Martinez, Martha Hicks, Emily Frese, Risa Shyres, Leah Curran, Caroline Hoff, Kathy Lake, Katie Rees, Laura DeWoskin, Jennifer Heinz, Shelly Nelson

Last meeting minutes- approved by Katie N and Jennifer H

Principal's Report: Rene Sommers

- 1) This past Tues- Thurs she was in Washington DC- GT was Nominated for Green Ribbon Award. The committee will be visiting GT in October- for 1-2 hours
- 2) The grill can be use just put foil on it.
- 3) Babysitting for conference night- sign ups going out this weekend.
- 4) Things are going smoothly at GT this year and the PTO is efficient.
- 5) Veterans Day assembly- Monday Nov 12th? or Friday Nov 9th (choir performance)- date to be checked.

President's Report: Kathy Lake

- 1) Calendar items- fall carnival 9/22, picture day 9/24, fall celebrations 9/28, book fair 10/1-10/5, fall teacher conferences 10/4, Gator Run 10/6, and trunk or treat 10/26
- 2) Next Board Meeting- Oct 26 9:30-11 am
- 3) By-laws are outdated and need to be redone. The names of things we do have changed. Propose a small committee in the rewriting of the by-laws. Committee volunteers are : Emily, Leah, Katie N., and Brooke
- 4) Continue to use the app Slack- use to post fliers so things don't get lost and to keep things organized for future years.

President-Elect Report: Leah Curran

- 1) Volunteer extravaganza gave people the opportunity to learn about what the opportunities are. Most people just came for the training. Got a few new names of k and 1st volunteers. Carnival did not get any volunteers at the extravaganza.
- 2) Leah will send the names of the volunteers and connect chairs of the committees to the volunteers via email. Kindergarten orientation- parents got training then and the volunteer forms that parents filled out.
- 3) 2 trainings- after JA training- Thurs 9/27 at 6:30 pm and Oct 3rd 7:30 am

Secretary Report: Emily Frese and Risa Shyres

- 1) Online Buzz Book- to be emailed 11/1- registrar at district office in charge of this- Rene spoke to Parkway communications- all schools will be doing this. Parents want a copy sooner. Next year we will have a hard copy from the previous year and just missing new students. The GT Newsletter- mention in the email about the online buzz book.
- 2) Amazon Smile Account- we have increased from 55 to 59 families since Curriculum Night- we should be using it more. It has been posted twice on Facebook. Risa has overseen this as Treasurer. Shelly will take it over.
- 3) We have already given out 37 welcome bags to new families. We are out of spirit wear to give to new students and will order more.

Treasurer Report: Laura DeWoskin and Shelly Nelson

- 1) Budget changes were made based on Slack conversation to cut costs on things. Once you give the money it's hard to take away. Good to have a large donation to the school instead of spending more on winter party crafts, etc.
- 2) Working on organizing the budget better. Spirit Wear, Cardinals tickets, Yearbook, and Book Fair were placed at the end of the budget because we don't make money from these.

- 3) Insurance bill was \$614 always paid \$455. Kathy to call insurance to see why the increase. Policy needs to be checked to see if alcohol served at Trivia Night can negate the policy. Insurance needs to be paid by November.
- 4) Budget- question- if you have the money, you can spend it? You need to turn in receipts because it impacts the budget for future planning and how much does it really cost. Note gifts in kind to reflect actual expenses. If someone else spends money for an event make sure the chair knows and approves the expenses. Reimbursement forms need to say what the money is for. Laura says she does this. PTO should set the example and follow the reimbursement guidelines. Numbers need to match and line up with what is being spent.
- 5) Income for carnival- wristbands \$1200- 1300 so far. Food sales- just 5th grade. Separate tab in budget to earmark what 5th grade spends; put 5th grade carnival expenses under carnival but has a tab. 5th grade own line items in the budget spends more and raises their own money to pay for their parties, last recess etc - for consistency.
- 6) Approve new budget and add addendum for changes that are needed. - we saved a couple of thousand dollars- remove Spirit Wear, Cardinals tickets, Yearbook, and Book Fair from the budget expenses.
- 7) This the year to figure out the budget with a \$15,000 buffer and know where the expenses are coming from with budget amounts that make sense.
- 8) Motion to pass the budget- Kathy to pass and Caroline to second the motion. Laura is a no because if it passes then we won't work on fixing the budget. Kathy to schedule meeting to go over the budget with anyone interested . There has to be a learning curve to fix the budget and use the year to fix to budget. This is the best we can do to fix it. It needs to be fixed now. By-laws state the budget can be adjusted and improved at any meeting.
- 9) Emily in favor of a plan to work on the budget and plan for 5th grade line items in the budget.
- 10) Taxes not filed yet- due in mid- Nov; use the short form. Shelly to ask Risa or Caroline if she needs help.

Fundraising Report: Katie Nagus and Brooke Senior

- 1) **Green Envelope-** when you pay online we can now use **Paypal Giving Fund** to collect money for donations and you will get a receipt. Your donation will be to Paypal GT- PTO. Paypal will cut a check on the 25th of every month without charging us fees. This is only for donations.

We can use PayPal also for goods and services- Spirit Wear, Trivia Night.

- 2) **Schnucks Giving Bags-** we have been selected at the Hilltown Schnucks in October buy a bag for \$3 and we get a \$1

- 3) **Website Design/ Update-** current website is dated and not updated- Katie proposing a new website with static links and some pages can be updated.

Features:

Events page with links to the signup genius and registration- Gator Run and Trivia Night

Blog- create information about events and can be also shared on Facebook

About page- GT info, PTO, meeting minutes, budget, board members with pictures,

Link the website to facebook and in the newsletters

Wix- being used because different people used different websites- this is easier to use for the future

Volunteer page

Projected launch- 1st week of October

- 4) Monday, 9/24- Trivia Night meeting at Stack House

- 5) Dine and Donate Nights- Chili's 9/25-9/27- stick with the 3 nights

Oct 30- panera

Nov- 3 nights

6) Schnucks- new program: escrips vs. personal rewards- you get money back toward future groceries. Can't do escrip and personal rewards.

Programming: Martha Hicks

1) **Carnival**- on time and under budget-

-Wristbands going home today; if someone doesn't get the wristband check at the registration table; can buy there

-No convertible- Rene will walk in the parade and be there for the beginning and Andrew for end

-Good on volunteers- PCH to volunteer- 40 kids to run games. Need help with set up and tear down. Set up at 11 am. Only 4 Boy Scouts helping.

2) **Appreciate a Gator**- Sign up went out on Saturday, 9/15. Only 3 openings on the list.

School Services: Jennifer Heinz

1) Box Tops Bulletin Board- Amy Boarman- wants a cork board- Shelly to hang it.

2) Picture Day- Amy Boarman is ready and has enough volunteers

3) Fall Celebrations- Katie R reports- we need pumpkins; will get hay bales; a sign up went out for volunteers.

4) Hoe down- is it a fundraiser? Questioning if it should be because this is the only PTO fundraiser the kids take part in

Rene- it is community builder and school service; kids collect money for Jump Rope for Heart, Pedal the Cause (spare change led by a student), etc.

Hoe down moved in the budget under school services as a community

event

Questions- Can we do the dance a thon without raising money?

Katie R suggested Formal performance time?

5) Gator Run- Caroline- needs more volunteers at the Gator Run