

Green Trails PTO Board Meeting Agenda

October 7, 7 - 8:30

Attendees: Emily Frese, Julie Grogan, Andrew Ging, Katie Rees, Daphne Zhu, Lauren Lourie, Leah Sherman, Amy Hutson, Martha Hicks, Sarah Brubaker, Rachel Toledo, Erika Niles, Maria Enz, Deborah Albrecht, Lindsay Zalasky

President's Report (Emily, Martha):

- Best Practices Discussion
 - Fundraising: Communicate back to **board** dates, plan and basic info so we are all aware of basic gist; let treasurers know dates of fundraisers so they can anticipate money; include secretaries in communication in order to update website
 - Paypal: Any payments through Paypal should go through school account, not personal accounts.
 - Regular update of website
 - Use Reimbursement Form on PTO website to request timely payment

President Elect (Julie):

- PTO Social this Sunday! 1-3pm
- Updated [Board Information Sheet](#) with events and responsibilities, committees chairs
- Volunteer opps:
 - Copy room volunteers SO helpful; Mondays and Thursdays
 - Library help needed reshelving books.
 - Reach out to individual child teachers with offers to help

Programming (Maria, Rachel):

- Scavenger Hunt Recap
 - Appreciate help from volunteers; HS student volunteers were so helpful and enthusiastic (encourage reaching out to them in the future); not a lot of support for Food Pantry
 - Very hopeful to get back to Carnival in the future; 2-day events are a lot of work
 - Great feedback from kids and families
- Upcoming events
 - Gator Run: opportunities to help before, during and after. PE teachers will go day before to measure/mark course
 - ***Rachel will get volunteer information out; Maria will get basic info out
 - ***Martha will take care of needed food items; Leah recommend reaching out to Dierbergs for donation (water, bananas)

- ***Leah look for Gator Run medals and bibs in PTO closet; follow up with Maria

Fundraising Report (Deborah, Sarah):

- Fundraiser PTO site updates
 - WaterWay coupon sales update
 - 78 currently sold; goal is 200 (arbitrary)
 - Green Envelope - showcase updates & present fundraising direction for community donations
 - “Enhancements to the reading area and books, updated communication equipment, a garden and outdoor space uplift, and our ongoing community and family activities.”
 - Get pictures or video montage of kids showing the items that PTO has purchased with link to donate; include in newsletter, FB posts;
 - ***Deborah and Sarah willing to take on video (***Andrew line up support from teachers/students)
- Dine and Donate - Sept success: approx. \$280+ brought in
- GT Mask - back by popular demand idea
 - Jen Sagett willing to help; *** Sarah will follow up with her
- Upcoming events:
 - October & November Dine and Donate events
 - Chipotle 10/20, Noodles & Co. 11/18
 - Trivia (Feb, inside event?)
 - Date set for Feb. 26, but now date not available; **Plan for virtual**
 - Virtual Bingo (not your Grandma's bingo Winter event)
 - attendance prizes, larger buy-in prizes; online auction
 - ***Deb and Sarah organize follow up meeting to brainstorm and look at Bingo deck;
 - ***Leah look into other Bingo option

Treasurer Report (Lauren, Daphne):

- Reimbursement and cash box requests
 - Reimbursement form on website; 2-day turnaround on Paypal, week for check
 - Cash box form to be on website soon; submitted at least one week prior to event; should be used for any/all events where purchase may occur (avoid personal accounts, always streamline through school accounts)
- Monthly Treasurer Report
 - Sept-Oct 7
 - \$2,600 Revenue
 - \$960 Expenditure
 - Total \$58,000
- If anyone needs receipts (goodie bags or family pictures), contact Daphne

School Services: (Amy, Melanie)

- Upcoming events
 - Book Fair: Katie Stafford suggesting to wait to do Book Fair until spring, with hope of allowing parents to help and hold in-person. Last year approx. \$50 brought in vs. ~\$6,000 when in-person in previous years. School Services chair and Book Fair committee in agreement. ***Andrew will update on calendar (not in November)
 - Fall Celebrations pushed to Oct. 29. Erika working with PE teachers. Games, but no presentation. ***Andrew/PE teachers will let Amy know any supplies needed. May need help from parents to set up before school or clean up after school.
 - Parent-Teacher Conf: Teachers asked to be there Nov. 11, 3:30-7:30p.m. Staff would appreciate any food/snacks/meal. Caterer can set up after school hours. Individual meal or buffet is fine. ***Amy coordinate meal.

Principal's Report (Erika, Andrew)

Appreciate support; feeling momentum.

Appreciate-a-Gator exciting, and generosity felt

Secretary's Report (Katie, Lindsay)

- Approve Minutes : Julie move to approve, Martha second, unanimous approval

Past President Report (Leah)

<u>Event</u>	<u>Date</u>	<u>Owner</u>	<u>Details / needs</u>
Early Release	10.14	School Services	provide food / refreshments for teachers ***provide snacks, not meal
No School	10.15 10.18	NA	
Gator Run	10.23	Programming	Plan, facilitate run -signups for volunteering -goodie bags -day of prep and cleanup ***Maria will make post and get info to Erika for newsletter
Picture Makeup	10.27	NA	
Day	10.30	Past Pres / Fifth Grade	Candy distro Clean Up Promotion
Trunk Or Treat	Spring	School	See SS above
Book Fair	11-11	Services	food, Refreshments? specific conference dates? (see above)
Conferences		School	
	11.9	Services	Is this happening? NO
PJ Story Night			
Veterans Day Assembly	11.11 or 11.15?		Likely virtual, could be Monday PTO assistance? No assistance at moment; ***Andrew will request help as needed Sharon Huffer to help
Early Release	11.17	School Services	food, refreshments
Discovering Abilities	11.22	TBD?	PTO assistance? Committed to doing, but want in-person speakers, particularly DASA (wheelchairs). ***Andrew will check with DASA and see if blacktop is even

			<p>option. ***Erika says some schools are allowing presenters in school with mitigation measures (not parents)</p>
--	--	--	--