

**Green Trails PTO Board Meeting Agenda
November 5, 9:30-11**

Attendees: Martha Hicks, Emily Frese, Amy Hutson, Allison Reppy, Katie Rees, Lindsay Zalasky, Deborah Albrecht, Daphne Zhu, Melanie Korn, Julie Grogan, Erika Niles, Leah Sherman, Lauren Lourie

*****Please be responsible for advertising for your event in weekly newsletter or online. Send blurb with link to Erika for weekly newsletter or to Lindsay for the website.*****

President's Report (Emily, Martha):

- New Member Welcome! Allison Reppy
- No Meeting in December

President Elect (Julie):

- PTO Event Planning Guide: make sure we all know what is expected and needed when planning events. Not required, but a helpful guide, helpful when sharing information with board to make sure all on the same page
- Copy Room Update: teachers receptive and appreciative of volunteer work

Treasurer Report (Lauren, Daphne):

- Monthly Treasurer Report
 - Total Revenue: \$2094
 - Total Expenditure: \$658
 - Net Rev.: \$1435

Fundraising Report (Deborah, Sarah):

- Dine and Donate update -November Noodles and Co.
- Waterway update: sold 86 washes, (approx. \$900); option to do again in the spring
- Green Envelope
 - Sarah getting cards to printing. Ready in kids' back packs next week. Removed date on printed cards to keep cards evergreen
- In person / Virtual survey preliminary results
 - 109 reponses
 - 82% said they want in-person
 - 60% said they would do virtual bingo if in-person not available
 - 18% want virtual-only
 - 50% would include virtual bingo over trivia
 - Trivia
 - Option to push to later spring in order to have more time to plan
 - Virtual Bingo
 - Option to keep this in February
 - Need volunteers! Follow up from survey with call for volunteers
 - Look for new people. Follow up with previous volunteers

School Services: (Amy, Melanie)

- Collected hay bales for fall celebration
- Appreciate-a-Gator right before Thanksgiving break
- Melanie doing dinner for teachers for conferences
 - ***Coordinate with Andrew, Cheryl to set up when catering is dropped off
- Snacks for early release days; drum up more support
 - ***Get sign ups in weekly newsletter
- Winter celebrations:
 - ***Erika will survey to kids to see where they want to serve; student-led initiatives
 - ***Emily will follow up with Amy and Melanie to make sure we're on track

Programming (Maria, Allison):

- ● 5K Recap: nice event with great weather; 9 runners for 5k; several 1 mile runners
 - For next year: planning around Chesterfield 5k, use small cups instead of water bottles
- ● Upcoming Events: Winter social
 - ***Emily and Martha follow up with Maria and Allison to look for options for off-campus activity some time last week of winter break

Secretary's Report (Katie, Lindsay)

- Approve Minutes: Emily motion: Julie second, unanimous approval
- Umbrellas
 - ***Katie follow up with Leah for promotional contact; contact presidents with final numbers, send to board as needed

Past President Report (Leah)

- Upcoming events
 - Luau: volunteers can come before and after school to set up or tear down; can have pizzas delivered; at end of day Dec. 21, 2-3pm; serve pizza (store bought) during lunch rather than at luau;
 - ***Leah look in PTO closet for luau inventory
- Food drive for Parkway Food Pantry
 - Nov. 8-11 collect items at school

Principal's Report (Erika, Andrew)

- District will revisit volunteer and parent visitor policy in January
- In process of reapplying for National School of Character
 - Need a few sentences about how we see the core values implemented at home
 - ***Allison will write paragraph and send to Erika

***Emily will send out info for January meeting; prefer Friday morning or weeknight evening

Event	Date Owner	Details / needs
No School	11.12	
Veterans Day Assembly	11.15 Ging	
Picture Retake	11.16 Inter-State	
Break	11.24-11.26	
Luau	12.21 Fifth Grade	parent involvement
Winter Parties	12.22 School Services	