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Tavan Elementary PTO

Executive Board Meeting Minutes

Wednesday, August 10, 2022, 6-8pm

**Time/Location:** 6pm / Tavan Elementary Media Room

**Attendees**: President: Perla Rivera, Vice President: Cheri Pierce, Treasurer: Chelsea Hassler, Communications: Chelsea Friday, Co-Volunteer Coordinator: Wendy Fischer, Dads Club: Tom Newbold & Co-Volunteer Coordinator: Pam Smith via Zoom

**Discussion:**

* Meeting called to order at 6:15
* Approval of 7.13.22 Meeting Minutes
  + Minutes approved
* President’s Report (Perla Rivera)
* VP Report (Cheri Pierce)
  + Asked for Treasurer Report to be released after each meeting
* Treasurer Report (Chelsea Hassler)
  + Current Checking Account Balance: $10,369.44 (includes a $1000 donation from

Coach House that was deposited today).

* + Current Savings Account Balance: $123.01
  + New Amazon account for Tavan PTO created 08/10/22 (\*\*\*need EIN from IRS)
  + Need to create new Business Venmo account for Tavan PTO separate from any personal account.
  + Using new software to PTO Finance Manager – July 2022 has been closed out and all August transactions are entered.
  + Meet the Teacher revenue $2422.42 (includes $134.58 in Square/Venmo fees –without fees revenue = $2557). Expenses (breaking down shirts/water/ice) $1687.
  + Pulled out $200 cash on 08/01 for change. Total profit from sales that day are $535.42. Unsure of total sales since 08/01 since they are in Venmo.
  + $150 was spent on traffic cones for pick-up/drop-off line (was another charge for $481but it has dropped off account, was that cancelled?).
  + Starting budget from scratch, hard to account for last year.
  + Ordered adult XXL shirts – no invoice received yet, will be available soon. Those will be more expensive since there is an upcharge for XXL and we ordered a smaller quantity.
  + Next events are Peter Piper Pizza nights 08/22 and 08/29 (no new expenses for PTO?).
  + Bingo night 09/23 estimated expenses are $500-$700 and revenue is up in the air (at least $1500).
* Upcoming Events (Perla Rivera)
  + Setup Committees for events:
    - Communications Assistant for Social Media needs
  + Suggested event – Meet the PTO Happy Hour
  + 8/17/22 & 8/18/22 - Curriculum Nights
    - PTO unable to work due to needing to attend classrooms
  + 8/22/22 & 8/29/22 - Peter Piper Pizza
    - 8/22 – Kinder thru 2nd
    - 8/29 – 3rd thru 5th
    - Signup Genius will go around for PTO members to volunteer
  + 9/14/22 - Brewing with Ballard (BWB)
    - Wed, 9/14/22 @ 9am
    - PTO hosting on front lawn, serving coffee
    - Cheri made the motion to purchase coffee pot
      * Motion passed for new coffee pots for BWB
  + 9/23/22 – BINGO NIGHT
    - Camille Gifford volunteered to chair game nights
    - SignUp Genius to Room Parents and Communications
    - Will need daubers
  + 10/22/22 – Halloween Hijinx
    - NEED VOLUNTEERS
    - Room Parents – assigning Room Parents to each classroom; each class will run a booth/game
    - Dads Club – Haunted Houses
  + 10/24 - 10/28 - Spirit Week
    - Will come up w/ theme and celebrate each day
* Principal’s Report (provided by Cheri Pierce)
  + Remodel update:
    - Phase I - pushed back to next summer
    - Art/PE - in the back
    - Phase II - end of September 2022
    - Garden grant - $10k
      * Garden Committee leader - Sandra Padilla
      * PTO to get details from Sandra for garden plans
    - Tavan Terrace
      * Ballard would like to make the cafeteria area an inviting outside area for kids to hang out
      * Murals – Chelsea F has connections
* Committee Leader Updates
* Co-Director of Volunteers (Wendy Fischer)
  + Need more parents to volunteer
  + Working on getting Room Parents assigned to each classroom
  + Will push Room Parents on Curriculum Night
  + 4th & 5th grade no interest
    - Host kickball event for 4th & 5th graders at park?
    - Each grade happy hour event?
    - Contact past Room Parents to see if interested
  + Will do inventory for Hijinx games for Signup Genius
* Dads Club (Tom Newbold)
  + 19 new sign ups
  + Discussion how to get dads involved
    - Happy Hour
  + Hijinx Haunted House discussion
    - Need manpower and volunteers to build in gymnasium
  + Volunteer Appreciation event at end of year
* Communications (Chelsea Friday)
  + Website updates
    - She presented ticket purchasing option thru website
    - $.03 fee per $1 - approved
    - Discussed ticketed events (BINGO, Hijinx, Movie night, Sweetheart Dance, Campout & Superhero Dance)
* Fundraising (Amanda Engle notes)
  + Events:
    - Dine for Dollars – Ideas: Chic Fil A, Jamba Juice, Lou Malnatis & Rita's Ice
    - Read-a-thon
      * Goal - $15k
      * Inform students and staff 4 weeks in advance
      * 2 classroom winners – pizza parties
      * 2 individual winners – prizes
    - Sponsorship & fundraising forms on website – currently on Volunteering page until Fundraising is completed
    - Who makes banners for sponsorship? Cheri has connection
    - Business banners
    - Family banner w/ donors & PTO names (allow anonymous)
    - Suggestion – Meet the PTO Happy Hour
* New Business
  + First Fridays – Cheri Pierce
    - Need a committee
    - Sponsors pay $500; $500 used to provide the coffee/donuts/etc for social event after kids drop off
    - First Friday of the month
    - Plan for 2nd semester
* Announcements/Unfinished Business
  + Perla reminds all PTO members to use Remind app for communication
  + Monthly PTO meetings
* Meeting adjourned at 8:20pm

**Upcoming Dates to Remember:**

Aug 17 & Aug 18 - Curriculum Nights

Aug 22 & Aug 29 - Peter Piper Pizza

Sept 14 - Brewing with Ballard (BWB)

Sept 23 – BINGO Night

Oct 22 – Halloween Hijinx

Oct 24 – 28 – SPIRIT WEEK!!!