

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!!!