

SEPTEMBER 2022

BOARD MEETING Minutes

Meeting Minutes

Date: September 2nd, 2022

Location: PTO office

Meeting called to order by Ashlei Holton at 10:50am

Ashlei Holton shared with Board Happy Whitaker's resignation from President. Ashlei Holton to take over as President for the remainder of the term.

Attendance:

Ashlei Holton- President Elect
Holly Sun- VP Communication
Keri Gajewski- VP Fundraising
Jennifer Saxton- Treasurer
Amanda Knipp- Secretary
Cheryl Parrish- Member at Large

FINANCIAL UPDATE

-Income: \$785.96

-Expenses: \$19,434.41

-Quickbook balance: \$17,561.15

FINANCIAL UPDATE

- Tax return update - scheduled for after September 15th
- Audit of 21-22 year to be scheduled with Ashlei, Amanda, and Nicole

PTO PROJECTS

- **Communications/Administration**
 - Separate meeting to discuss, amend, and sign by-laws

- Remove \$5 membership fee **APPROVED**
- In the coming months discuss and define better by-laws pertaining to behavior of volunteers and protections for treasury
 - Drive is under corneliusptoboard@gmail.com for good!
 - Canva email is admin@corneliuspto.org
 - Holly to transfer treasury folder to Jennifer in drive
 - Board transitioning PTO docs in drive to appropriate parties
- **2022/2023 Committees**
 - Merch chair Jackie Jenkins
 - Jennifer Saxton returning to Book Fair
 - Amanda updated committee chair list in drive
- **Facility**
 - **Teacher's Lounge**- Complete
 - Planning for Admin Offices (\$4,500 budget)
- **Spirit Wear**
- Online Presale ONLY hoodie, Keri to design, gray only

- BTS basket items pulled and given to Shannon and Cheryl

- **PTO Welcome Packets were stuffed Wednesday, 8/31, ready for Thursday!**
 - Blue folder with TEAM sticker
 - Letter from Board
 - Don't miss PTO calendar
 - Welcome to the TEAM
 - PTO Calendar
 - Fundraising Big 3
 - Boatyard event flyer

- **Auction**
 - CES Super Fan Package-2 silipints, 4 umbrellas, merch voucher, magnet, hand sanitiser, 3 tenders cards (\$100 value)
 - Refer to Nicole M. email re: Silent Auction
- **Cougar Dash**
 - 9/22 Pep Rally in the bus lot. Ms. East can help per Holbrook. Plug speaker/mic into mobile unit.
 - Confirm Hough High drumline & cheerleaders
 - Confirm Dan Bredeson to guest as Cougar Mascot
 - Count pencil cases (to give away to every child that donated >\$50? OR to every Kindergartner?)
 - Do we want to lower the threshold to qualify for a prize? > \$50
 - Changing the entrance of classes? Spirit theme for class chosen by teacher, Choose a song per grade?
 - Tie it into Character Ed? Community Spirit?

- **Thankful Thursday**
 First Thursday of the month highlight a Committee Chair **APPROVED**
 -Holly to make Facebook post and a verbal recognition in monthly meeting
 -Jamilyn and Shannon to be recognized first

- **Board liaisons for Committee Chairs**
 Advocacy-Amanda Knipp
 Bookfair-Jennifer Saxton
 Celebrate the Arts-Ashlei Holton
 Community Nights-Keri Gajewski
 Cougar Dash-Keri Gajewski
 Daughter Dance-Cheryl Parrish
 5th grade celebration-Ashlei Holton
 Grants/Scholarships-Keri Gajewski
 Beautification/Grounds-Ashlei Holton
 Hospitality-Ashlei Holton
 Merchandising-Jennifer Saxton
 Room Parent-Holly Sun
 Silent Auction-Keri Gajewski
 Son Event-Cheryl Parrish
 Yearbook-Ashlei Parrish

UPCOMING EVENTS & ACTION ITEMS

UPCOMING EVENTS I

9/2- BooHoo Breakfast, 9 am, cafeteria
 9/9- Room Parent meeting, 9:30am, cafeteria
 9/15- Parent Event, Boatyard @
 9/18-9/22 @ 10 pm-Silent Auction
 9/22 Curriculum Night
 9/23(or 22 or 21)-Cougar Dash Pep Rally
 10/7-Cougar Dash
 10/14 Cougar Dash Rain Date

Holly is post a Facebook sale for Tenders and Spare Time card
 -5 pack for \$30
 -10 pack for \$60

POSTS/PTO NEWS

MARQUEE - AMANDA

9/10-Parent Event

September Committee Meeting

Committee Chair Updates

Hospitality

Room Parent Liaison

Community Nights

Back to School at Boatyard

Cougar Dash

Silent Auction

Hospitality- Jamilyn Liebler **Allie Spencer to co-chair**

9/2 @9:00 BooHoo Breakfast- Jamilyn to set up fruit, granola bars, coffee, juice, donuts

9/9 Room Parent Mtg

9/22 Curriculum Night- Jamilyn to reach out to Fresh Chef about salads and chicken skewers, Chick-fil-A also an option

NO COOKIE WALK THIS YEAR

Room Parent Coordinator- Nikki Donahue

9/9 Room Parent Meeting

-Nikki has received responses from 15/26 classrooms. She will send teachers individual inquiries on Friday to follow up.

- Evite for the Room Parent Meeting has been sent

- Nikki needs clarification on PowerTime and Teacher/Support staff assignment list (Is Powertime quarterly?, Character Ed monthly?, can parents attend monthly or quarterly?, do room parents need to organize snacks and activity supplies monthly or quarterly?)

- Ashlei to reach out to Brammer to get PT details for Nikki before RP meeting on 9/9

Community Nights- Toby Partridge

9/8 & 10/13 Hungry Howie's

Back to School Parent Social- Shannon Ball

9/15 Back to School at Boatyard

- Holly to post on Facebook and event info is on website
- Cheryl to help Shannon with signage/donation box and decor, auction preview board, merch voucher/price sheet, also setup on day of
- Parent check in at event, top 2 best attended classes get pizza party
- Super fan basket will include 2 silipints, 4 umbrellas, merch voucher, magnet, hand sanitizer
- Jennifer to bring merch on day of and handle payments
- We will sell silipints, t-shirts, last years hoodies, tenders and sparetime cards
- Silipints \$15 each or 2 for \$25
- Raffle tickets 1 for \$3, 2 for \$5, 5 for \$10
- Keri to price out custom table clothes
- Total cost for event should be about \$150

Board to arrive at event at 5:30 on day of

Cougar Dash- Keri Gajewski & Cheryl Parrish (Rachelle Bisette to help as well)

9/22 Cougar Dash

10/7 Cougar Dash pep rally

- Committee to meet on Wednesday 9/7 to discuss details and plan
- Pep rally to begin at 9:15 on 10/7 on the bus lot, 2 groups K-2@ 9:15-9:30, 3-5@ 9:45-10:00 (all students need to be back in class by 11:00)
- Bubble machine, Keri to MC, Hough band and cheerleaders
- Dan Bredeson to be Cougar
- small prize for anyone who raises money
- make more engaging for students
- 10 minute run

Silent Auction- Nicole Monacell (update via email sent to board)

- Everything is coming along fine! I have secured about \$7,500 worth of items. With the CES Exclusives (parking spots, etc.) I think we will have around 50-55 total items. My goal remains to raise about \$10,000 through the auction without having to add any additional work for the Board.

A few things to keep on your radar...

Payment options

- I can work directly with Jennifer to confirm payment options

Communication/posts

-Holly and I can work together on this. I will provide graphics, info for posts/emails and a script for the ConnectEd.

STEM focus

-At this time, the goal is to raise \$3,500 (100 items at \$35 each) to be split amongst all grades for in-house STEM assemblies. Teachers/staff will determine the focus according to learning objectives.

Assistance going forward

- If a few people want to volunteer to help out I can reach out to them the day after the auction when I get everything organized for delivery. Let me know who those people will be. I would like everything delivered within about 7 days of the event, if possible.

Committee Chair position updates

Merchandising chair Jackie Jenkins

Yearbook chair- Keri to reachout to Shannon Sherpa