



### Executive Board Meeting Minutes

**Date:** June 27th, 2023 5:00 PM - 6:45 PM

**Location:** Melanie Adams-Boyle Residence

**Attendees:** Melanie Adams-Boyle, Cassie Woolgar, Rochelle McEwen, Karen Stephenson, Angela McCormick

- 1) Call to Order
  - a. Melanie Adams-Boyle
  - b. 5:00 PM
- 2) Treasurer
  - a. Melanie nominated Chia Chi Chang (Tiffany Chang) to be Treasurer.
    - i. This nomination is approved and will be effective July 1st, 2023.
- 3) PTO Focus for 23/24
  - a. Melanie proposed it might be beneficial to decide a goal for the PTO to focus on this coming year. Suggestions were increased membership, volunteer involvement, events, big events, new spirit gear, give back to students
    - i. There was not a decision and this is tabled for the next meeting.
- 4) Meetings
  - a. We will have quarterly member meetings; with a raffle prize at each one.
    - i. enhance communication if the raffle is a give away from our business partners
  - b. Decide how we advertise meetings in classroom handouts: stickers, flyers, etc.
- 5) Marketing
  - a. We need to streamline the information we present to the public.
    - i. QR Codes for the flier handouts, as well as at the PTO tables
    - ii. List of PTO table items to be present at each event.
  - b. We are creating a poster for the front office with interchangeable sections.
  - c. We may create outdoor banners for the kindergarten area and drop off gates.
  - d. PTO event magnets are being ordered for the packets; our business partner Coverage Pros sponsored the \$400 for this.
  - e. We need to see if we can utilize the cork board in the library.
  - f. Shirts for the spirit cart have been ordered.
    - i. We can arrange for event specific online shops.
- 6) Business Partners
  - a. We need business partners for raffles at each General PTO meeting, give back nights and staff/teacher appreciation.
- 7) Packet Stuffing
  - a. Date TBD
  - b. Flier with QR codes to be created by Melanie.
  - c. If packet stuffing occurs prior to MTTN, then we will put a Tears and Cheers flier in.
- 8) Welcome back breakfast
  - a. Business coordinators and Rochelle to contact breakfast places for donations.
  - b. This needs to be set up by 7:30 am on Tuesday July 25th, 2023, for 80 people.
- 9) MTTN:
  - a. PTO Tables need to include membership forms, Spirit Gear, 23/24 event calendar, QR code flier.
- 10) Membership Drive
  - a. The winning class with the most PTO members will have an Otter Pop party.
  - b. We need to decide about raffle prizes for membership.
- 11) Homerom "Moms"
  - a. We would like to have more involvement from homeroom moms at the PTO meetings and events.
    - i. Possibly have a different meeting type for this group.



12) 23/24 Event Planning

- a. We will have the regular events, but will include a spring family event again this year and move the mother/son event to the fall.

13) Review 23/24 Tentative Budget

- a. The following budget items were tentatively approved. Refer to the 23/24 Tentative budget as well.

Event	Notes	Amount
Membership fees	Will stay the same.	
Staff grants	We need to get specific with who is allowed to submit grant requests.	\$3,000.00
Staff subsistence	Each teacher will get a set amount and they will need to submit the reimbursement form.	\$3,000.00
Tears and cheers	Budget increased. We will work on food donations.	\$300.00
Staff appreciation:	We need to have this set up, chair the event and then plan. Admin week staff – nurse staff – para staff	\$1,500.00
Giving tree:	Gifts: \$1000 Lunch: \$350	\$1,350.00
Campus improvements		\$1,500.00
Teacher back to school breakfast		\$400.00
October lunch		\$1,000.00
February lunch	Seafood was a big hit; 2022/23.	\$650.00
End of year treat		\$2,000.00
Basl birthday		\$100.00
Veterans Day		\$300.00
Father daughter dance	we need more food	\$1,500.00
Mother son event	Theme may be golf.	\$1,500.00
Movie night	Food/Decorations - \$400 Raffle - \$200 Raffle may be at Spring event instead Movie license - \$625	\$1,025.00
Software		\$10,000.00
STEAM night	Prizes	\$150.00



Game night – PTO meeting 8/29		
Lunar New Year -		\$1000.00 booster grant / \$300.00
Spring Event		\$500.00
Raffle		\$200

- i. Action Item: We need a staff list. Cassie will request the updated list for 23/24.
- 14) Action items
- a. Staff List.
  - b. Breakfast donation for staff 7/25.
- 15) Call to Adjournment - Melanie Adams-Boyle
- a. 6:45 pm