

PTO Meeting Minutes

March 21st, 2016

Date, Time, and Location: Monday, March 21st, 2016, at 6:30 p.m. in the Cafeteria

Meeting called to order by President Anna Killion at 6:41 p.m.

Attendance: Lora Boyce, Wendy Desmond, Jessie Greene, Michelle Hubbs, Anna Killion, Melynda Moran, Jill Peryam and Wendy

There were 8 attendees and a quorum was reached.

- I. Call to Order
- II. Approval of Minutes
 - a. February 8th - approved
- III. President's Report
 - a. Summer Yard Sale
 - i. Worthwhile, will start planning
 - ii. Tentative date 7/16
 - b. Spirit night for new families coming into Moncure, mid-august
 - i. Have reminder at Kindergarten testing
 - ii. Have at chick-fil-a?
 - c. National Night Out-August 2nd
- IV. Treasurer's Report
 - a. Account Balances
 - b. Taxes
 - i. 2013-14 taxes – fee was waived
 - ii. 2014-15 taxes – in process w/accountant
 1. got final extension until May 15th
 - c. Spring Clothing Sale profit \$2,711.44
 - d. Spirit Nights
 - i. Panera Bread – haven't gotten check yet
 - ii. Chick-fil-A – haven't gotten check yet \$430
 1. Palucci – class gift ice cream cards
 2. Tipple teacher winner \$15 gift card
 - e. Fundraiser – 5th grade shirts

- f. Retirement gifts – budget \$150
- g. State sales tax-exempt expires in April
 - i. They are running behind, sent letter that our application was received
- h. Budget – purchase Chromebooks and ipad minis
 - i. 25 Chromebooks for Kindergarten
 - ii. 2 ipad minis for speech

V. VP of Programs' Report

a. Spring Programs

- i. Theater IV- April 5th Simple Machines
- ii. BINGO/Silent Auction April 22nd
 - 1. Check with pizza companies for donations (get info from Kindergarten teachers) Michelle will follow-up
 - 2. Send home forms for pre-order pizza (only whole pizzas for pre-order, sell slice only at event)
 - a. Create price list
 - i. Pre-order pizza & 4 drinks \$10
 - ii. Slice (at event) \$1.50
 - 3. Need to recruit volunteers for:
 - a. Donation committee
 - b. Promotional materials – flyer, event program/catalog
 - c. Event volunteers
 - i. Food sales
 - ii. Bingo sales/daubers
 - iii. Mail chimp for bakers
 - iv. Set-up/clean-up
 - d. Donor receipts/TY letters
 - 4. Business donations – sign-up sheet
 - 5. Check with Stafford printing for sponsorship, have already given us discount this year

VI. Appreciation Report

- a. Teacher Appreciation lunch – April 13th, 2016
 - i. Pasta Bar

1. Have \$230 of budget remaining
 - b. Teacher Appreciation week
 - i. Dr. Seuss theme
- VII. Fundraising Report
- a. Smencils
 - i. 2nd sale in May (last 2 weeks) need to sell \$366 to meet goal
 - ii. inventory set aside for Fall
 - b. Spirit Night – April 11th Aquia McDonalds 5-8pm (mismatch)
 - i. Check into having Spirit Night at Chipotle or Cavalier Skating
 1. Cavalier will print flyer
 - ii. Sweet Frog in June?
 - c. Box Tops
 - i. Waiting on check, have contacted them about counting bonus boxtops
 - ii. School prize?, snow cones/popsicles at field day?
 - d. Spring Fundraiser
 - i. Laundry Momma – will wait until after BINGO to see if a fundraiser is needed
- VIII. Old Business
- a. No BOD nominations came in
 - i. Positions to be filled:
 1. Legislative liaison, VP Fundraising, VP Programs, Volunteer Coordinator
- IX. New Business
- a. Clothing Sale
 - i. Fall Date October 14th & 15th
 - ii. Spring date March 31st & April 1st
 - b. Spring After School Programs
 - i. Looking at workshops (short-term after school programs)
- X. Adjournment

Next meeting is Monday, April 18th at 10:00 a.m. at Moncure Elementary
Meeting adjourned at 8:29 p.m.
Minutes compiled by Wendy Desmond, Recording Secretary