

PTO Board Meeting

MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 4-21-2021

Time: 6:00pm

Location: Zoom

I. CALL TO ORDER *at 0632*

II. Board MEMBERS IN ATTENDANCE

✓ Kim Stoltenberg (President)	✓ Liz Scott (Secretary)	✓ Jessica Mayfield (Vice President)
✓ Kim Kays (President Elect)	✓ Samantha Brown (Treasurer)	Tanja Curtis (East PTO guest)

Others in attendance:

Brianna Bruce - Spiritwear

III. SECRETARY'S REPORT – *review & approval of minutes of previous meeting*

-No questions on the previous report. Kim K. motioned to approve the report. Jessica seconded the motion and it was unanimously approved.

IV. TREASURER'S REPORT – *review of income & expense actuals, budget, and variances*

Parking spots auction is still an open item. \$8,000 is the estimated profit. Summer workbooks are starting to come in. CPR training that we have agreed to sponsor is not in the budget. Otherwise, this report is just about the final report for the year. Restaurant Night, Kings Sooper, and Fun Run all did very well and better than planned. Jessica motioned to approve the report. Liz seconded the motion and it was unanimously approved.

V. OLD BUSINESS – *informative / discussion / approval items from previous meetings*

1. Filling Positions Update

1. Current Board Position Candidates for 2021/22

1. President: Kim K
2. President Elect:
3. Vice President: Jessica M / Katie B
4. Treasurer: Maureen R
5. Secretary: Samantha VS

2. Review: Any Open Chair Positions?

- Fun Run - Jessica M. will be chairing.

VI. NEW BUSINESS – *topics introduced in this meeting*

1. Spiritwear requesting consideration for vendor change

- Brianna reported that the online store did not work out as well as expected and is requesting to go back to Monarch. Bulk order would need to happen. Profit margin will increase due to no shipping and the generosity of the local business. Carry over two designs and make a couple new designs for a total of four designs. Brianna has a graphic designer that she will ask to assist with new designs. MA East may follow suit. There would be an order every quarter. Monarch would also bag them per family for about 35 cents per item.

- Kim S. - Does Monarch have an option to do a bulk order. Can we pick up and deliver? Brianna - they can do a storefront and we wouldn't have access to the back of the store.
- Kim K. - What do we gain with Shopify. Knowledge of what is selling.
- We pay for shopify and can change the sales.

- Brianna - Likes idea of initial bulk order. Then do shopify with subsequent orders.
 - Kim K. made a motion to switch to Monarch Merchandise for Spiritwear next year and allow Brianna the empowerment to go forward to make it happen. Kim S. seconded and all were in favor.
 - Jessica wanted to make sure the bagging by Monarch was included. Brianna will put this in the proposal to Monarch.
 - Offering to help East Campus with initial order: West could either pay the invoice for East. However, it would be kept two separate orders. It will also be smaller. As East gets profit, they pay back. Will need to make this offer to the MAE PTO and include a plan to pay back MA West.
 - Jessica recommended to open up a spiritwear order around Fun Run since there is already a Monarch order during that time.
2. Review Election Process for May meeting
 - We need to vote on all positions during our next meeting.
 3. Edukit Update
 - No update.
 - Samantha to follow-up with chair.
 4. Volunteer Appreciation cards and gifts
 - Thank you to chair leads plus a \$10 gift cards
 - Kim S. to send list of chairs to Samantha for gift cards.
 - Kim S. to give Liz cards to write a thank you note.
 5. Begin panning PTO Events Calendar for 2021/22
 - To assign next meeting to a newly elected member to follow-up with calendar events.
 6. Vote on May meeting date change from 5/20/21 at 8:30 to 5/13/21 at 8:30
 - Kim S. moves to change the meeting from the 20th to the 13th. Jessica seconded the motion and all were in favor.
 7. East PTO Report
 - N/A
 8. Open Discussion
 - N/A

VII. REVIEW OF ACTION ITEMS – requiring follow-up

	<ul style="list-style-type: none"> - Brianna to go forward to transfer - Kim S. to send an email to Tanja and Brianna regarding offer to help MAE with spiritwear. - Samantha to follow-up with Edukit Chair to check on status. - Those available to meet at Sarrano’s to sign appreciation cards Tuesday 27 April at 0815ish. -

VIII. NEXT MEETING ~ Date: 5/13/2021 Time: 8:30am Location: Zoom

IX. ADJOURNMENT at 7:28
 Kim K. motioned to adjourn and Samantha seconded the motion. Unanimously approved.