

PTO General Meeting

MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 12 January 2022 Time: 0830

Location: Seranos

I. CALL TO ORDER *at 8:30am*

II. Board MEMBERS IN ATTENDANCE

<input checked="" type="checkbox"/> Kim Kays (President)	<input checked="" type="checkbox"/> Samantha Ver Steegt (Secretary)	<input checked="" type="checkbox"/> Katie Bertino (Vice President)
<input type="checkbox"/> Vacant (President Elect)	<input checked="" type="checkbox"/> Maureen Ryals (Treasurer)	<input type="checkbox"/> Tanja Curtis (East PTO guest)

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

17 Nov 2021 Minutes – Kim motioned to approve, Maureen seconded and all in favor

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

Nov and Dec Financials Review- Passed out budget and updates

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

- (1) Accomplishments:
 - a. Craft Fair- Amy and Kim are going to redesign the set up map for next year. Amy and Kim are going to review the data from end of event survey and use the data to help participants for next year.
 - b. Teacher Appreciation Lunch- Would like to look at a day that all support staff is also present so that no one is left out.
 - c. Spirit Wear- February sale will just be of current inventory. Katie and Samantha will organize the inventory in the PTO room and make sure that Shopify inventory is all updated
 - d. Support to Kindergarten Playground- Waiting for the shade structure to be installed and Jessica will look for a stool/step for the monkey bars.

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

- (1) By-Laws Update- Bylaw update with suggestions were passed out. We are adding a volunteer code of conduct as well as other word changes throughout the document. Katie made a motion to approve the suggested changes that were presented. Kim seconded and all in favor.
- (2) Uniform Swap- Uniform Swap will be Feb 11 2-4 at the West Campus. Tina found a replacement and will train the person during the event. We would like to get a blurb for lynx news asking for donations.
- (3) STEAM Night Committee- Lynx News blurb will go out next week asking for a STEAM night committee. Kendra will head this event.
- (4) Restaurant night- Feb 27th at Arlenes Beans. Night has been advertised on Lynx News, Ebackpack, Facebook and the sign out front. Flyers will be printed and passed out week of event.
- (5) WATCH DOGS- Kim has ordered shirts and extra inventory for Dads. Mr. Walker will keep a small inventory in his office for dads that need one day of.
- (6) Parking Spot Auction- Parking Spot Auction will be canceled because of the Gala and Carline construction.
- (7) East Campus update
- (8) Open Discussion- We would like to look into getting a communication chair as well as communicate events or accomplishments in the Lynx News. Parents want to see what their money is going towards. We would like to make sure events and items are being photographed at the school so that we can share with the school community. Kim is going to meet with Hammer construction so that we can get a quote for the shade structure and have it installed in the summer. We would like to dedicate it to Mr. R and we will look into fundraiser items such as bricks.

VII. REVIEW OF ACTION ITEMS – *requiring follow-up*

Kim will meet with Hammer Construction regarding shade structure
Kim will update Bylaw suggestions and make update where necessary
Maureen will work on getting picture of the Kindergarten Playground so that we can showcase to the school community.
Katie and Samantha will add inventory to shopify for Feb. sale

VIII. NEXT MEETING ~ Date: 16 Mar Time: 0830 Location: Serranos

IX. ADJOURNMENT *at* 9:40am