

PTO General Meeting

MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 9 Nov 2022

Time: 0830

Location: MA- W PTO Room

I. CALL TO ORDER *at 8:31am*

II. Board MEMBERS IN ATTENDANCE

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Kim Kays (President) | <input checked="" type="checkbox"/> Samantha Ver Steegt (Secretary) | <input type="checkbox"/> Katie Bertino (Vice President) |
| <input type="checkbox"/> Vacant (Pres Elect) | <input type="checkbox"/> Colleen Marsh (Treasurer) | |

See attached Sign In Sheet

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

7 Sept 22 Minutes- Stephanie makes a motion to approve minutes, Samantha seconded the motion. All in favor.
Motion Passes.

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

Budget Review- Kim updated the meeting on the budget for Colleen as she was not available for the meeting. We are falling under some of our budgeted items which is helpful for our overall yearly budget.

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

- (1) Shade Structure – Kim – Kim has been in contact with the contractor, and we are set to move forward with this project. We will discuss it with the school this afternoon.
- (2) Trunk or Treat- We spent less than last year because we had more candy donated. We believe we had roughly 900 participants. Food trucks were happy but would like to be at the front of the line if possible. We only had 2 food trucks which was more than enough. We could have made it with 1 truck. Having a food vendor inside was suggested and also a hot chocolate or coffee stand by the start of line. Unfortunately, we need more volunteers. We were just as successful doing a weekday as a Friday.
- (3) Restaurant nights- Papa Johns was very low (\$90). Flyers were not passed out and the sign was incorrect. This month is Jarrito Loco, November 17th. They require flyers being showed. Flyers were ordered. Sara is going to reach out to Taste of Life and Kneaders about a Pie delivery for December.
- (4) Penny Wars
- (5) KISS Breakfast- Need to move because of Grandparents Day. We need it to be hand and hand with Penny Wars. Move to Spring and maybe the Fun Run in the Fall. We no longer have a KISS chair. Tie in with Valentine's Day.

- (6) Watch DOGS- Watch DOGS has kicked off. We had 20-30 dads come to the event and they are starting the sign up.
- (7) Spirit Wear- Backorders are almost finished. We are just waiting on Grey Quarter Zips. Grey ones were found on ETSY. Tie Dyes will be delivered any day. Grandparents day sales were very successful.

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

- (1) Key vacant positions! Pres elect, Summer Workbooks, Hospitality, KISS breakfast
- (2) Craft Fair – 2 Dec – We had 113 applications received. We are able to accept every application and will be able to say YES to everyone! Late applications were not accepted. Emails will be sent out this week to give official approval. Suggestion would just be 4th and 5th grade to lower the amount of interest.
- (3) Teacher Luncheon – 9 Dec, watch for a sign-up sheet.
- (4) Uniform Swap- Waiting for the date for Spring Uniform Swap.
- (5) Open Discussion- stock the teacher lounge is being ran by Maggie and was used to replace the teacher cake.

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

Looking to create a committee for Workbooks. Kim and Samantha will meet with the school today to discuss some items.

VIII. NEXT MEETING ~ Date: 11 Jan Time: 0830 Location: MA-W

IX. ADJOURNMENT at 9:29am