

# PTO Board Meeting Minutes

Monday November 3, 2014

The Meeting was called to order at 5:34 p.m. by President Anna Ventura. Secretary Jessica Harlow read the last minutes from October 20, 2014.

The discussion of Supper with Santa was the top agenda of this meeting. It was decided and voted with all PTO board that the following will happen:

- Date: December 16, 2014
- Time: 5: 45 – 7:45 p.m.
- The cost: \$5.00 for dinner and \$3.00 for picture.
- Deadline for ticket sales will be December 10, 2014.
- All dinner tickets must be pre-paid and picked up at the door. There will be none sold at the door.
- PTO will pay for faculty (42) meals.
- Dinner will be served by Chick-fil-a.
- Cookies, chips, cups and plates will need to be obtained. Jessica Harlow is going to ask local grocery stores for donations.
- For a raffle we will be asking each pod to do a basket. There will be 8-10 baskets made with each pod choosing their own theme. Deadline will be December 12, 2014.
- There will be presold raffle tickets and raffle tickets sold the night of also.
- Raffle ticket price: \$1.00 per ticket / 6 for \$5.00 / 12 for \$10.00.
- Boxes need to be made to hold tickets for baskets.
- A gift will be bought for Santa to say thank you.
- We will send out 3 paper reminders on November 17, December 1, and December 8, 2014. There will also be a phone call.

The following was discussed and needs further responses:

- ACE needs to be ask if they would like help decorate the night of.
- Mrs. Parish and Mrs. Nolin will be asked about decorations and Christmas music.
- Mrs. Reyes will be asked if she would like to do face painting.
- Mrs. McKenzie will be asked about doing pictures with Santa.

President Ventura also announced that there were PTO by-laws that's need to be looked over and voted on. The following changes were voted unanimously and passed stating the following:

- There will be a removal of signature authority for Susan Calvin and Angela Denise Calvin from both the checking and savings account at JSC Federal Credit Union.
- New signature authority for the JSC Federal credit union checking and savings account will be given to Anna Ventura, Gennifer Shuler and Bill Nolin.
- There will be no ATM debit cards attached to any of these accounts. The bank statements will be mailed directly to the school.

- There will now have to be 3 signatures at the bank: President (Anna Ventura), Vice President (Gennifer Shuler) and Treasurer (Bill Nolin).
- There will have to be 2 signatures for checks: President (Anna Ventura) or Vice President (Gennifer Shuler) and Treasurer (Bill Nolin).
- There will be no reimbursements until the financial reimbursement form is filled out within the 45 day time limit.
- Through the next couple of months there will be more reviewing and changes made to the by-laws to insure proper etiquette is being used.
- PTO will go over financial statements once a month to make sure everything checks and balances. Bill Nolin announced that he hopes to have a budget by November 11, 2014.

Anna Ventura has asked that all PTO look over the fundraisers to find the next small fundraiser. Suggestions were made for:

- Labels for Education
- Fall festival with a kick off of a Fun Walk (5K)
- Community Garage Sale
- World's Finest Candy

Jessica Harlow will have an updated list of all PTO members for the next meeting on November 11, 2014 at 5:30. PTO needs to ask members if any will volunteer to be a volunteer or fundraiser coordinator.

Anna Venture concluded the meeting at 7:13 p.m.