

# Executive Board Meeting Minutes

Date: February 7, 2017

Time: 3 pm

Room:

Attendees: Kelley Brunner, Heather Smith, Christian Becker, Susan Fraioli, Laura Wintemute, Janice Osieja

Absent: Lisa Ablen, Leslie Miller



<p><b>Current budget</b></p> <p>Susan emailed the budget to the board ahead of time. Christian is going to verify that all spirit wear invoices have been received. Suggestions for increasing spirit wear sales included marketing at the 30<sup>th</sup> Birthday Celebration and Meet the Teacher. The 2016 taxes have been completed by Zimmerman accounting. Leslie Miller will be auditing Susan's QuickBooks at the end of the year.</p>	<p>Susan Fraioli, Treasurer</p>
<p><b>Pack-a-palooza update</b></p> <p>Christian gave an update on the event. There is a volunteer signed up to prepare a basket for every class. Baskets are due to Christian by March 14<sup>th</sup>. Baskets will be brought to school on March 27<sup>th</sup> for a preview day on the 28<sup>th</sup> in the library. Students will receive one free raffle ticket to enter into a raffle of their choice. Christian currently has a list of about 90 items that have been donated with more to come. The committee is also looking at obtaining sponsorships to help cover the cost of the inflatables.</p> <p>The committee is still looking at getting sponsors for the ice cream social. The date has not been determined yet, but Kelley is working on it.</p> <p>Student council is thinking of birthday themed activities for their craft table at the event. We have \$100 in gift cards from Safeway that we are going to give Student Council to use towards the bake sale.</p> <p><b>Birthday Celebration</b></p> <p>Laura gave a brief summary of this event. The birthday celebration is not a PTO event, but will be held immediately before the Pack-a-palooza. The plan was previously</p>	<p>Christian Becker, Co-President</p>

<p>presented to Kelley for approval. This event will be promoted on the PTO website. Staff and student alumni as well as current Colina students and family, are invited to attend. There will be guest speakers, musical performances and a slide show at the event. The school will be decorated with birthday themed décor. There will be a Bingo board going home with students the week before the event with themed activities around the number 30 in honor of Colina's 30<sup>th</sup> birthday. Students who complete one row of the Bingo board will receive three free raffle tickets to use at the Pack-a-palooza. Students can also share memories of Colina or birthday wishes, which will be used to decorate the hallways. Student artwork will also be featured in the hallways. The art teachers will give us the artwork, but volunteers will be needed to hang it up and take it down. Aura will create a compilation of appropriate 80's themed music to play during lunch time and it will be an 80's spirit day at school.</p>	
<p><b>Upcoming events update</b></p> <p>Father/Daughter Dance - The event is this Friday. The committee has done a great job planning this event.</p> <p>Family Dinner Nights (FDN) - the next FDN is at Pei Wei on February 22<sup>nd</sup>. Christian went to Pei Wei to obtain the flyers and has sent them to the printers. We will get 20% of the cost of sales from when a customer brings the flyer in.</p> <p>Jamba Juice - Christian has printed the flyers. Janice received an email from Carmine at Jamba Juice that pricing is going to increase from \$3.00 to \$4.00 per smoothie. Christian did not feel that this was adequate notice to inform the community about the price increase and is going to speak with Carmine about keeping this sale at \$3.00.</p>	<p>Christian Becker, Co-President</p>
<p><b>Google Drive PTO documents</b></p> <p>Laura gave a brief tutorial on how to access the PTO files in Google Drive. Going forward, files will be kept in this location which will make them easier to share with committee and board members. Laura will update and add to the files currently in here beginning in April after the majority her committee responsibilities have ended. All board members and committee chairs are encouraged to contribute to this collection of files.</p>	<p>Laura Wintemute, Secretary</p>
<p><b>2017-2018 Budget discussion</b></p> <p>The board will begin discussing the budget for next year at the March Executive board meeting.</p>	<p>Christian Becker, Co-President</p>

<p>Christian is also looking for PTO volunteers for next year. The board will be looking for officers and committee chairs. This information will be added to the Facebook page.</p>	
<p><b>Alternative fundraisers</b></p> <p>Christian would like to begin discussing alternative fundraisers to generate PTO funds for next year. One suggestion was to sell advertisement spots on the marquee. Centennial recently started doing this with much success. Christian would like board members to brainstorm ideas for future discussion.</p> <p>Janice suggested having a 30<sup>th</sup> birthday celebration at Skateland. She has spoken with the manager at Skateland. Colina would receive a portion of the proceeds. The board felt that this event would not work with the current schedule as there have been several calendar changes and other events have previously been discouraged because of the numerous calendar changes this year. It was also felt that there is already a 30<sup>th</sup> birthday celebration planned and that efforts should be focused on that. The suggested date was also in conflict with the school testing schedule and Mrs. Brunner felt that it would not be wise to encourage students to be out on a school night during the testing window. The board will consider this event in the fall of 2017.</p>	<p>Christian Becker, Co-President</p>