

2013-2014 Executive Board Meeting

MINUTES

Date: January 9, 2014

Time: 3:00 pm

Attendees: Scott Schelberg, Linda Meder, Heather Smith, Jill Rees, Kristie Allen, Julie Grimshaw, Orfe Kelly.



<p>Benches</p> <p>Mallory McMurry (mcmurry@cox.net) is a former Colina student and current Junior in Mountain Point High School. She is working toward the gold award and for her project she would like to do a friendship bench. The idea would be to have a bench by the 1st grade lining up area. If a kid that feels that he/she needs a friend they can sit on it. This will be an open invitation for a friend to join. Mallory will make kids aware of this program. She would also like to do decorative stones around the bench.</p> <p>The quote for the bench is \$465 plus shipping. She asks if PTO could help pay for the bench.</p> <p>Mallory would like to have this project done by March.</p> <p>Orfe Kelly motions to have the PTO pay for the bench Kristie Allen seconds Opposed None Motion passed.</p>	<p>Girl scouts</p>
<p>Budget Review</p> <p>Direct donations are \$3096. This is much lower than we have hoped. Normally we send envelopes home. Jill Rees said that the problem with sending them now is that the envelopes would compete with the Boosterthon.</p> <p>Orfe Kelly suggested that we wait to see how we do with the Boosterthon and depending on how much money we make we decide whether to send the envelopes or not</p> <p>We also received \$1000 from Fry's.</p>	<p>Julie Grimshaw Treasurer</p>
<p>Science Night</p> <p>Orfe Kelly presented this plan on behalf of Brian Kelly because he is out of town.</p> <p>Science Night will be held on January 31st and is chaired this year by Brian</p>	<p>Orfe Kelly Secretary</p>

<p>Kelly and Steve Schauer. Everybody is invited and participation is FREE</p> <p>The goal is to get kids excited about science. They will have an amazing array of exhibits including</p> <ul style="list-style-type: none"> · Arizona Mineral Society's Fluorescence rocks display – and you can make your own rock collection for just \$1! · Magnets, 3-Dimensional printing, Electric Circuits · Heart Rate Exploration, Tornado Tubes · Optical Illusions and brain teasers · Bird Beak Demonstration, Predictions, Magnification Station · Cool Copters, Investigation Station, · Telescopes, Aerospace club, robots <p>Their budget is \$550.00 - \$500 will be spent with Dr. Mo from ASU who prepares the kids that are used in most stations. \$50 will be spent in promotional material.</p> <p>They'll need volunteers to run the stations.</p> <p>Kids need to be accompanied by a parent. No drop off.</p> <p>Scot Schelberg suggests to have Brian and Steve contact Mr. Sykes to include Science night in the morning announcements.</p>	
<p>Taste of Kyrene raffle tickets</p> <p>Kyrene Foundation is having the Taste of Kyrene February 28 at the Foothills golf club. They are having specific catering companies and baskets from local businesses. Prizes including safaris in Africa. Presale tickets are \$35 per person, \$50 at the door.</p> <p>Kristie is working hard in this event and would like us to sell at least 10 dinner tickets. Also encourages us to sell tickets for the raffles. Prizes include trips to Disneyland or Sand Diego.</p>	<p>Kristie Allen Vice-President</p>
<p>Boosterthon</p> <p>Next week Boosterthon organizers will attend a staff meeting at 1:30 to go over what they'll be doing and to setup. January 21st is the 1st day and they'll have a pep rally and will get the kids excited and will have a character counts lesson.</p> <p>On January 30th the fun run will take place. Kindergarten to 2nd grade will run from 8:00 to 9:00 and 3rd to 5th 9:30 to 10:30.</p> <p>Specials will probably be canceled as this will take priority.</p> <p>On the following week we collect and count the money</p>	<p>Jill Rees President</p>

<p>Julie asked where was the plan from Boosterton.</p> <p>Jill Rees said that the Boosterton people came to the Board Meeting to present the plan and that we all asked questions at that time and approved it.</p>	
<p>Print shop allowance</p> <p>Linda Meder said that one of the teachers asked if PTO could subsidize print shop allowance since the new improvement plans are using a lot more paper.</p> <p>Orfe Kelly said that this was an item in old budgets but it was never used and therefore it was removed.</p> <p>Scott Schelberg said that PTO would only be asked to step in if needed.</p> <p>Orfe Kelly suggested that once they know the amount and time frame they can email the board for approval.</p>	<p>Linda Meder Teacher Liaison</p>
<p>Receipts/Processes</p> <p>Julie would like to talk about processes in exchanging money between people because it opens risks.</p> <p>Vendors need to sign a receipt for things we'll sell. She needs a receipt for petty cash in a notebook and also to give a receipt for vendor donations.</p> <p>Blank checks issued in a vendors name but without the specific amount will need to be carefully monitored for record keeping.</p> <p>Reimbursements. Julie comes to school every week to provide reimbursements. If somebody needs a check faster a quick e mail would help.</p>	<p>Julie Grimshaw Treasurer</p>
<p>Father Daughter Dance</p> <p>Committee Name: Father Daughter Ball Committee Chair Name: Orfe Kelly, Michelle Nielsen, Marni Bealer and Sara Elliott Committee Chair Contact Info (Phone & Email): orfe@cox.net (480) 570 8333 Known Committee Members Orfe Kelly, Michelle Nielsen, Marni Bealer and Sara Elliott Year-Round Event/Program no One-Time Event/Program yes If one-time event, date of planned event: February 7, 2014 Approved Budget: \$ 500.00 (Please see PTO VP for amount budgeted for school year) ESTIMATES Estimated Expenses: \$ 620.00 Estimated Vendor Contributions: \$ 150.00 Estimated Profit/Loss: \$ 20 (under the budgeted amount)</p>	<p>Orfe Kelly Secretary</p>

<p>of \$500)</p> <p>BRIEF DESCRIPTION of PLAN/EVENT</p> <p>This year we would like to do a masquerade ball. We'll still have the red carpet, candlelit dinner, balloons, party favors, DJ etc.</p> <p>Consistent with prior years girls will be required to rsvp. This is helpful to calculate how many party favors we need. This year we'll ask if the girls would like to bring their own mask or if they would rather get one for free from Oriental Trading.</p> <p>We'll have Carrabba's. We'll sell the food for \$5.00 and \$7.00 making \$1.00 for each meal. Conservatively speaking and consistent with other years we plan to sell at least 100 meals. Therefore we estimate \$100 from Carrabba's.</p> <p>We'll hire a professional photographer to take pictures of the girls with their dads. We'll get 10% of the sales from the photographer. Conservatively speaking we expect to get a contribution of at least \$50.00 for the event.</p> <p>We'll hire Matt Topping as a DJ. We'll write him a check for \$220- \$200 for 2 hours playing and 20 for tip.</p> <p>We'll spend \$400 in decorations, balloons, masks, party favors, battery operated candles and centerpieces.</p>	
<p>Volunteers and Board members for next year</p> <p>Jill Rees said we need to start promoting Board positions and Committee Chair positions for next year. Since as per bylaws the following positions will open: 2 Presidents, 1 Vice president, Secretary, Advisory Board Member and Kindergarten Liaison.</p>	<p>Jill Rees President</p>
<p>Kindergarten Orientation</p> <p>PTO kindergarten orientation is January 23, 2014 at 6:30. Jill will attend and inform parents of our activities and programs. Hope to get parents excited for next year.</p>	<p>Jill Rees President</p>
<p>Committees and Plans</p> <p>Julie Grimshaw would like to see plans for events as agreed in prior meeting. She wanted to see plans for Reading Wall, Family Dinner night etc.</p> <p>Jill Rees and Orfe Kelly explained that these ongoing committee's plans were presented to the board at the beginning of the year and were approved by the board fulfilling the bylaws. They were not in writing because that form was not introduced until recently.</p> <p>Julie said that she understands this but we need to make sure that the Vice-President communicates to the Committee Chairs for future events the need to fill the form at the same time as communicating the budget.</p> <p>Kristie asked if the committee chairs should come to the meeting. Orfe Kelly said that in the ideal world they should come and present to the board so that we could exchange ideas but if not possible the form should suffice and the Vice-president could present it.</p>	<p>Julie Grimshaw Treasurer</p>