

## Westran PTO

### July 12, 2023 Meeting Minutes

**Date, Time, and Location:** Wednesday, July 12<sup>th</sup> 2023 at Kalee Scrogin's home.

#### **Meeting called to order by President, Amy Auriene at 6:10PM**

**Attendance:** Tannie Howard, Jade Conder, Chelsey Adkison, Hilary Knazik, Randi Rice, Amy Auriene, Deniz Woods, Kalee Scrogin, Kaylee Hayes

**Secretary Report:** May minutes were passed around & read for those who were unable to open and view in GroupMe. Kaylee Hayes made a motion to approve the minutes and Tannie Howard seconded the motion.

**Treasurer Report:** Given by Randi Rice; we have \$7,937.97 in the checking account and \$22,664.81 in the savings account. The only expenses in July were for the Back-to-School Swim Party wristbands and an Amazon Prime deal for glowsticks. Kaylee Hayes made a motion to approve the treasurer report and Kalee Scrogin seconded the motion.

#### Budget Proposals (some of the main proposals that were discussed listed below)

- Fall Fundraiser: we raised \$9,300 in 2022 – aiming for a goal of \$9,500 in 2023
- Book Fair: Fall 2022 brought in \$1,721 – aiming for \$1,800 for Fall 2023
  - Cash in one and use Scholastic money for the other.
  - Invest in cloth tablecloths to cut back on the expense.
- Amazon Smile: currently sitting with \$26 but this is said to be going away.
- School Carnival: we raised \$10,761 in 2022 – aiming for \$11,000 in 2023
- Back-to-School Teacher Meal: \$400 budget / taco bar / August 18<sup>th</sup> 11AM
- Welcome Teachers: post card with ideas such as candy, stickers, chapstick, etc.
  - Teachers Pay Teachers 30 @ \$10/each = \$300 budget
- Lounge Stock: Stock the lounge 4 times throughout the school year (August, October, January & March) \$150 budget per trip = \$600 for the year with no honor system in place.
  - Soda & Chocolate are the must haves
  - Preferably no water
- Staff Appreciation Luncheon: Dons catered last year for a very good price; worth it again this year?
- Staff Appreciation Gift Cards
  - Need staff count
  - Tier System (10 at \$10/each 70 at \$20/each = \$1,500 budget)
  - Purchase all up front and from one place (not going through favorites and individualizing them)
  - Keep in the safe at the school
  - Teachers pay Teachers
- Open House – August 18<sup>th</sup> 4-5PM
  - Need ideas on what to do; Kona ice/popsicles/photo booth/cookies/water/suckers

- Field Day: Bounce houses/water
- Water Bottles: Need to purchase at least 50 extra bottles. Pull spout lid is preferred, maybe even something with a straw.
- Funding Classroom Parties: Easter & ???
  - Budget of \$500 (Adjust between parties as needed)
- Character Education Shirts: Reusing the shirts from last year. They were kept at the school, we can order more as needed.
- Back-to-School Swim Party: \$800 to reserve the Aquatic Center (this is with a \$200 deposit)
  - Chips
  - Ice
  - Kool-Aid
  - Water
- Field Trips: \$250 per grade. We can always meet and make a motion to approve if there is a higher budget needed by grade/trip.

Kalee Scrogin made a motion to approve the Budget Proposals and was seconded by Chelsey Adkison.

Outdoor Classroom

- Kalee will get the information on the size of tables needed
- Randi will check with Brandon Lucas on the Portable Bluetooth Speaker

Back to School Swim Party- August 2<sup>nd</sup> 7-9PM

- Signup ahead of time due to limited capacity / wristbands required for entry
  - Wristbands will be handed out on the following dates or at the door
    - July 26<sup>th</sup> 6-7PM -Huntsville Park
    - July 29<sup>th</sup> 9-10AM -Huntsville Park
- PTO will provide chips, kool-aid, water and ice

PTO Meetings

- Meetings were scheduled for the full year as well as monthly activities were discussed.

Meeting Dates	Monthly Activity
August 14 <sup>th</sup> 6-8PM at the Elementary School	Back-to-School Pool Party
September 13 <sup>th</sup>	Fall Bookfair
October 16 <sup>th</sup>	Glow-tober (Glow Party for Halloween Party)
November 8 <sup>th</sup>	Fall Fundraiser
December 13 <sup>th</sup>	Winter Wonderland / Winter Concert
January 8 <sup>th</sup>	Game Night
February 7 <sup>th</sup>	Glow Party
March 18 <sup>th</sup>	Spring Bookfair
April 3 <sup>rd</sup> and April 17 <sup>th</sup>	School Carnival
May 8 <sup>th</sup>	Field Day

### New Communication Board

- New GroupMe board for new year & new members
- BAND App – board members are going to trial run this app to see if it would be better than GroupMe

### New Shed

- \$1,000.00 budget
- 10x10 or bigger with pallet floor to sit up off of the ground, waterproof with door & lock included
  - Diamond Supply: Kalee checked & you have to go through Corporate
  - Lowes: Kaylee will reach out & see if they would be willing to do donation or discount

**Next meeting is August 14<sup>th</sup>, 2023 at 6PM at the Elementary school.**

A motion was made by Randi to adjourn the meeting and was seconded by Chelsey.