



James I Gibson E.S. PTO Minutes

August 9, 2016 at 6pm

In attendance:

Melissa Helmink (Secretary)

Heather Vincent (President)

Regina Honey (Vice President)

Jillian Meuse (Treasurer)

Kristian Ryerson

Sharon Palmer

Amy Grande (Fundraising)

Jessica Robinson

Leslie Touvell

Kathy Paramo

- The executive board is still working on the budget. It will be presented at the September PTO meeting as well as the Spaghetti Dinner to the general membership.
- The current bank statement was sent around and signed. Heather wrote a check for \$3,257 for the yearbooks from the 2015-2016 school year as well as a check for \$100 to the Cheer Club.
- Every PTO member is to be receipted. Amy Grande will reach out to printing companies to see if our membership cards could be donated to us otherwise she will order and the PTO will pay to print these. The cards will have a space to be numbered and a spreadsheet will be kept up to date in the google drive.
- The Buddy Benches will be finished soon. Mrs. Goodman is confirming that the PTO is still putting \$450 towards this project. It was confirmed that we will support this.
- Heather know of a crowdsourcing project where they are sponsoring 10 schools to install Buddy Benches. Possible project for Leadership Club.
- Meet and Greet - PTO will be set up and ready by 12:30. PTO tables will be in the MP room from 12:30-1:30 and then from 1:30-2:00 we will have a table out in the lobby as

the Kinder "Race to Read" meeting will be taking place in the MP room. Tri-folds are being made and Kathy will be bringing Kinder Boo Hoo flyers for the table.

- Melissa will email Wreath Anderson about price that she pays for the PTO shirts and the board will decide to re-order through her or another company. The school is getting a personalized shirt to sell all year.
- Boo Hoo breakfast - The PTO will need 2 tables and it will be set up in the Habits Hideaway. Jillian and Melissa will get the pastries, juice and water and paper goods. Amy will try and get coffee donated. If not, Jillian and Melissa will get it.
- We have a membership goal of 150 members. Melissa will call Kristian about a staff meeting and the PTO will visit to get teachers signed up and involved. Teacher prize and class prize for 100% family participation. (\$20 gift certificate for teacher)
- Jillian will decorate the PTO bulletin board. "Welcome, Love your PTO"
- Melanie and Melissa are co-chairing the marketing position and will work together updating the bulletin board all year.
- Welcome back desserts for the staff at lunchtime on September 2. Amy will try and get donations.
- Website update - Melissa and Brad choose a landing page template and have worked most of the verbiage out. The table confirmed the pricing and Melissa will move forward with that. They will look into signage for the kiss and go area with our link and a possible scanning code symbol. The site will be linked to the Gibson school site and vice versa.
- Video for parents night - We are your PTO introductions. Kristian and Sharon will keep us updated on days of filming.
- Fundraising - Amy has set a high goal of \$10,000 for basket raffle, silent auction etc. She is working on getting companies to donate products, services or gift cards. She is looking for a committee of people to include soliciting businesses and picking up committed donations when they are ready. The PTO also wants to aim high for the 100% Profit Fundraiser and agreed on a goal of \$12,950 which is roughly \$25 a student. We are sponsoring the World Series of Reading and raising funds to purchase the books. We will have space on the bulletin board for donation thank you's from businesses as well as a certificate and letterhead thank you. We will also advertise their donations on our FB page and website/landing page. Heather is going to help Amy start a google spreadsheet for tracking donations.

- A way to give to Gibson without really giving - Smith's points, Amazon Smiles, Officemax and more. Regina will give Melissa all those links and she will include it in the membership information and email.
- The PTO will have some smaller raffle prizes at the Spaghetti Dinner. Every family that is a current PTO member (you must show your current membership card) will receive one raffle ticket per family.
- We will have a space on the bulletin board for parent connections for PTO donations. Sponsor space on bulletin board will be discussed in January.
- Tax compliance information - We need to record the name, amount, value and check numbers of every single donation. Regina has made a legal compliance folder in our google drive with all pertinent information.
- All gift card donations will be held by Jillian Meuse, our current treasurer and the physical donations will be stored in the PTO closet and overflow at Amy Grande's house.
- The idea of a vendor shopping bazaar was brought up for a possible piggyback fundraiser on Trunk or Treat in the MP room. The PTO will talk to Darla, Gibson's Assistant Principal about it as she is also AP at Estes McDoniel E.S.
- Battle of the Books was brought up as an event that the PTO sponsors and works with the library teacher. The PTO will talk with Ms. Burton, the Library teacher about it.
- We will be organizing committees at our next meeting which is September 13th at 8am at school.

***** Minutes were amended on 8/11/16 to include the board positions next to the names.

Meeting adjourned

Secretary_____Date of approval_____