

Crossfield PTO

Meeting Minutes

June 17, 2014

Present:

Suzanne Nordfelt, President
Julie Dann, VP Fundraising
Beth Malara, VP Events
Justine Tapp, VP Programs
Nikki Evinger, Secretary
Jennifer Leo, Treasurer

Next meeting: August 1, 2014 10:00 am

I. Announcements

There were no announcements

II. Discussion

- Events reviewed dates for the 2014-2015 School year
 - Date and time for playground Ground Breaking Ceremony is TBD
 - Spirit Nights were reviewed for profitability (#1: Chipotle, #2 Pot Belly, #3 Glory Days)
 - Popcorn and PJs netted \$375 and Bingo night, \$1,346
 - Possibly schedule bingo night twice for next year
 - The Winter Wonderland committee needs to present a plan by August 1 to determine feasibility of the event
 - Most chair positions filled for the 2014-15 school year – still need a skate night chair and assemblies chair
 - Teacher Appreciation Week budget was discussed. Last year's budget needs to be increased (\$4300) to include office staff
- Fundraising update
 - An update on the new plans for the playground is still pending
 - There is a meeting with Boosterthon on June 30th at Crossfield
 - We will budget \$30K (net \$28k) for this event
 - The school store will continue to be open on Fridays for the 2014-15 school year and 5th and 6th graders could be potential helpers
 - There will be no Raise the Rocket or gift wrapping fundraiser
 - A spring fundraiser is still TBD
 - The \$5k that we received from Silver Diner – is the program still in place? Will we receive additional funds next year?
- The PTO would like to provide refreshments, decorations, etc. for the 6th grade party in 2015
 - Money generated from programs could help fund this?
- The back to school folder stuffing dates need to be determined
- The Treasurer reviewed the proposed budget for the 2014-15 school year

- Programs reviewed the class lineup for 2014-15:
 - No bridge club for 2014-15
 - The Grace Art contract was signed for the 2014-15 school year; there will be 6 Grace Art presentations (none during the months of May, Dec, and Sept)
 - There is a 4 program a day max
 - Should we raise the administration fee from \$16?

III. Decisions

- Minutes from the PTO Meeting on May 30th were approved
- The PTO will purchase a change counter/roller to help manage the high volume of coins that need to be counted and deposited
 - The following process was established:
 - Coins are sorted and put into clear zip lock bags with totals
 - Treasurer will they re-count and roll using new machine

IV. Action Items

- Nikki & Jen to develop language to address with marketing and accounting standards at Crossfield
- Jen will formalize coin sorting/counting process
- Julie will ask Sandra Ordonez if she can research taping Crossfield events for purchase by families, etc.
- Kelly Trail to be asked if she can chair Square One Art
- All the Chairs will receive a Welcome Letter in late July or early August

Attachments

-Proposed Budget for the 2014-15 School Year