**CME PTO Board Meeting Minutes**

 November 7, 2018

* **2018-19 Board Members**
* P-Cora Lee, President
* P- Kelly McKnight, Vice President
* P- Ying Sun, Treasurer
* P- Jenni Kennington, Recording Secretary
* P- Lana Mistretta, Corresponding Secretary
* P- Fauzia Syed, Parliamentarian
* P- Melissa Bolding, Principal
* A- Jackie Boyd, Assistant Principal
* P – Michelle Delome, Teacher Representative
* P/P - Michelle Arceneaux, , Boba Nikolic - Hospitality
* P/P- Sarah Yoo, Lucy Ponce DeLeon - Gifts
* P/P/A- Jennifer Varnell, Wendy Zafris, Heidi Efrid -VIPS
* A/P – Nykyta Rainer, Michelle Townsend- Ways and Means Fundraising
* P/A- Janet Berry, Adhi Kusumajaya- Ways and Means Spirit Wear/ Spirit Nights
* A/P- Katherine Bingham, Amy Tran-Ways and Means- Retail Share & Box Tops
* A/A – Aiman Gurji, Divya Gupta-Publicity
* A/A – Norin Ali Khoja, Parvathi Sram- Membership

 P= Present A= Absent

1. Call to Order at 9:43 a.m.
2. Teacher Representative – Thank you for all the help with Patriots Day
3. Minutes of the Previous Meeting approved: Kelly motioned, Wendy seconded.
4. Administration- discussion of items as the agenda progresses.
5. Reports of Executive Officer
	1. President- none
	2. Vice President- none
	3. Treasurer- Discussion on money. Make sure you let treasurer know budget item for reimbursement. Lots of recent requests without correct budget line item. Reinforce money rules: protect PTO and ourselves. Put money in safe, stay together (in pairs with at least one board member). Send email when you put money in safe. Especially important when dealing with cash.
	4. Recording Secretary-none
	5. Corresponding Secretary- none. Let her know if you need a note sent in reference to Carnival.
	6. Parliamentarian- none
6. Reports of Standing Committees
	1. Gifts- Presentation of different company bids on shade structure and ensuing discussion. (handout) Three bids received. All structure bids have a minimum 15’ clearance and consider a safety fall zone so kids falling off of a play structure would not hit the shade structure. The color of the structure would probably be blue to go with the play system. Fading and wear/tear is not covered in the warranty. Lighter colors do not provide as much UV protection. Estimate 12-13 years without any need to change awning. Estimate 20 degrees cooler under the shade protection. Trees currently planned are still being planned but this would take the place of currently funding phase 3 of the trees. Gifts recommendation is All Play, Inc. because it has a more inclusive warranty and the district uses them for current district projects. Wendy motions for a vote on $20,000 to Gifts Committee for Playground cover and installation; Janet seconds the motion. The vote is held and the motion passes.

Landscape committee requesting money for landscape updates in amount of $1,370. This is in line with what budget was last year. Jenni motions to provide Landscaping $1,370. Kelly seconds. The vote is held and the motion passes.

Administration asks $1,138.15 to be moved to budget to cover RAZ kid subscription shortage. Wendy motions. Janet seconds. The vote is held and the motion passes.

Ms. Hodges requests $1,000 for author Kelly Nichols’ visit and coordinating Art Car project for K-5. Wendy motions. Michelle seconds. The vote is held and the motion passes.

Coach requests Ipad and software for fitness testing. Board would like to purchase an Ipad that could be used for additional items later. Michelle A. motions to approve purchase of an Ipad, necessary software, a protective case and AppleCare contract. Michelle M. seconds. A vote is held and the motion passes.

* 1. Hospitality- Popcorn bar was a success. Looking at Thanksgiving and Christmas options. Administration and Hospitality will work together to see if current shortfalls can be helped by administration budget.
	2. Membership-Another $800 has come in. $22,732 total to date brought in.
	3. Publicity- none
	4. VIPS
		1. Carnival- Thank you for all the help with Carnival. Spent $4,700 but made that plus around $4,000 in profit.
		2. Holiday parties are no longer sponsored by PTO. Everything is donated by parents. As a result, we no longer require all parties to have the same format school-wide. Admin feels grade levels should have same format. GLC can work with teachers to come up with format per grade.
		3. Bingo night coming up in January.
	5. Ways & Means
		1. Spirit Nights- Spring Creek tomorrow. Chuck E Cheese brought in approximately $350.
		2. Spirit Wear –has a few extra shirts that could be sold for field trips
		3. Fundraising- marquee has sold 3 additional spots
		4. Retail share- Box Tops earned over $300 with last submission.
1. Unfinished Business
	1. Tri-Tiger Budget – Discussed need for Tri-Tiger budget at last meeting. Kelly motions to give Tri-Tigers $400 for expenses of the estimated $700 brought in. Wendy seconds. A vote is held and the motion passes.
	2. Flamingo Flocking – Cheryl is looking for a sub to handle Thanksgiving week. Wendy will cover it.
	3. Tree Budget – no need to discuss at this time.
2. Motion to adjourn meeting made by Lana. Seconded by Kelly.

 Meeting adjourned at 10:46 a.m.