PTO Board Meeting

10/9/16 6:00-7:00PM JJ's Wine Bar Meeting room

Attendees: Kirsten Rhody, Co-President, Kelly Weinblatt, Treasurer, JJ Clement, Assistant Treasurer, Kelly Caruth, Secretary, Amy Anderson, Communications Chair, Kristina LaVelle & Becky Hepper Class Rep Chairs, Angela Wilson, Volunteer Coordinator, Toni Alcantar, SEF Chair, Kristin Olson, Maraton Coordinator, Hernan Moncada, EHSI Principal

Meeting Minutes-

Maraton Committee Update	Person	Action Item
 Theme this year is "Hungry for Good Books-Very Hungry Catepillar Kick off assembly was amazing! Facebook communications were discussed Sr Moncada is working on videos with Sr Heglund to be posted on Youtube channel PTO will cover all expenses (gift cards, staff treats, winner's lunch, etc) Counting pledges Nova 8-10 Celebration Assembly will be either the 16th, 17th or 18th 	Communication Chairs	Communications Chairs will post reminders for spirit days each Monday, a reminder to turn in pledges by 11/4 and the winners, first name last initial only, on Facebook.

Mural Update	Person	Action Item
 Final cost is about \$2500, or \$1250 per school We need to call a general vote for purchases over \$999.99, but we don't have a general meeting until February. 	Co-Presidents	 Check with other PTOs at Presidents Council to see how they handle these situations Talk with Principals to see if they can contribute \$250 to keep our cost below \$999.99

Big Serve Update	Person	Action Item
 We will contribute \$250 for bean bags. Volunteers worked on several painting projects in the building over the weekend 		

End of Year Party	Person	Action Item
We will model after the Oak Point party	Co-Presidents	Talk with Oak Point
Have food trucks, DJ, etc come to EHSI		PTO to get information
		about how they do

• It's possible the food trucks will kick back some of their sales to offset costs	there party and choose
	date that doesn't
	conflict.

Loop Structure	Person	Action Item
We would like to work towards new people joining positions while they are		
still held by the "old" person. This way there can be a shadowing period.		
 This may not work for all roles, but would be very helpful for bigger roles Discussion to be continued 		

Transition Documents	Person	Action Item
 We need more committee and board member to complete these forms which outline the specifics for the role. We would also like more information to be included on the forms which will help the incoming person have more details. Add information about how to get documents printed Add contact information for previous person in the role Post forms on website 	Volunteer Coordinator Communications Chairs	 Update form and send to Communications Send reminders to those who still need to fill out their forms Post update form on the PTO website

Directory	Person	Action Item
 Prairie View Elementary is using a company called Fun To Raise for their calendar and directory. The samples they were shown are really great. The products are free because there is some advertising within the items The advertising is not overwhelming or obnoxious There is currently a waiting list to use this company 	Co-Presidents	Find out more info from Prairie View

Holiday Party	Person	Action Item
 Have a get together in that is a PTO social and recruiting opportunity Will try to schedule for a Thursday in January 	Co-Presidents	Explore Tavern 4 & 5 as a possible venue

Communications	Person	Action Item
 Website best practices were discussed All information from the previous year will be archived Items can be posted under both "News" and "Events" if it is an event that is coming up soon All photos need to be screened through the office before being published on the website or Facebook Peachjar flyers can be used for last minute communication for an event Stats on Facebook page Average 1100-1200 view per item Photos get more traffic 		

SEF update	Person	Action Item
November 17th 6-8pm is the Intern Festival		
o Look for the SUG to sign up as volunteers are needed		

SEF is looking for volunteers for the Cinco celebration in May	
Budget Review	
 The budget was briefly reviewed. Maraton donations are starting to come in through Paypal 	