

Britton Deerfield PTO
November Meeting Minutes
11/9/2023 – Library, Britton building

Call to Order

Meeting opened at 6:20 p.m. by Kari

Attendees

Voting members in attendance: Kari Hautamaki, Kaitlin Emmons, Abby Uresti, Tania Roehm, Carl Emmons

Voting members absent: Shannon Miller

Guests in attendance: Karen Scholl, Nancy Downard, Michael McAran, Amber Wilson

Approval of minutes and treasury report

Meeting minutes from October were reviewed by PTO members prior to the meeting. Motion to approve by Kaitlin (*second: Carl*). The **motion carried** with 5 in favor and 0 against by verbal vote.

Treasurer's report was presented by Tania. Current account balance \$8737.90 + \$550 in cash from Bazaar vendors to deposit. We have a standing \$5 in our savings account. Tania will make a withdrawal to have cash for the admission boxes (which will be returned after).

Old Business:

The cost of the Niche folders was reimbursed, final cost was \$369.78. Motion to approve expense by Carl (*second: Kaitlin*). The **motion carried** with 5 in favor and 0 against by verbal vote.

New Business & Upcoming Events

Staff Christmas:

Options for gifts were discussed. With the 10% limit, we have roughly \$500 left to spend on teachers/teacher appreciation things. Cookie and snack trays were considered, Mr. McAran and Mrs. Scholl were asked for needs/suggestions and said anything would be appreciated greatly. A Keurig machine was suggested, in addition to a cookie tray, and everyone agreed that would be a good idea for both locations. The board will purchase a Keurig and a variety of pods for each location, plus any necessary supplies for the cookies. Cookies will be donated. A \$200 budget was discussed for the gifts/supplies. Motion to approve by Carl (*second: Abby*). The **motion carried** with 5 in favor and 0 against by verbal vote.

The board will meet on 12/17 in the Deerfield building to frost cookies, and drop-off of the gifts will be on 12/18. A building request is being submitted by Kari.

Holiday Bazaar:

The final vendor count is 46. One vendor cancelled, and their application money was set aside to be used next year. A cancellation policy will be added to contracts for future use. Next year, we will also put in a building request for the multi so it can be utilized as well. The PTO will meet at the Britton building on 11/18 at 2:00 p.m. to set up for vendors. 8 tables and 33 chairs were requested for use. Carl will bring his measuring wheel, Abby will bring painter's tape, and Kaitlin printed booth numbers already. We will need to be let in at 7:00 a.m. on 11/19 to prepare for vendor arrivals.

PTO members will work both the front and side entrance tables in a rotating schedule. The front entrance will double as a concession stand, offering hot dogs, chips, and water. Board members agreed to purchase 320 water bottles, 200 single serve bags of chips, 8 large packs of hot dogs, 12 packs of buns, a combo pack of condiments, and aluminum foil sheets to wrap hot dogs in. Any leftover supplies will be donated to the teachers.

A budget of \$350 was discussed. Motion to approve by Kaitlin (*second: Abby*). The **motion carried** with 5 in favor and 0 against by verbal vote.

Sign budget was reviewed. \$150 approved/\$159 actual. Motion to approve by Kaitlin (*second: Abby*). The **motion carried** with 5 in favor and 0 against by verbal vote.

Concert Bake Sale:

Abby will ask Shannon to create a flyer asking for donations

Santa Shop:

Shannon created a flyer and sent it to the board.

Britton shop set up will be in the old computer room within the library; Shannon and Nancy will handle the set up. Shop will run from 8:00 a.m. – whenever classes are done shopping on 12/15. Shannon and Nancy will run the shop, along with high school volunteers.

Deerfield shop set up will be in the sensory room; PTO members will set the shop up after the meeting on 12/14. Shop will run from 8:00 a.m. – 10:00 a.m. on 12/15. Amber volunteered to help with the shop.

1 additional volunteer will be needed at Britton, 2 at Deerfield. Shannon will post/reach out to former volunteers.

Assembly:

The reptile guy suggested at the previous meeting is a no-go—he doesn't have the necessary insurance. We will continue to brainstorm ideas.

Penny Wars:

Wars will run the week of 1/22 – 1/26. 9 jugs will be needed, as it was decided that donations would be made by grade as opposed to by class. Potential incentives were discussed for the winning grade. Board members liked the idea of the winning grade having a front row at the assembly, if possible.

Mother/Son Dodgeball & Daddy/Daughter Dance:

Mario theme is a go! Kaitlin was given a number of nice items for free to use as décor. Dodgeball will be from 11:00 a.m. – 1:00 p.m. and the dance will be from 6:00 p.m. – 8:00 p.m. PTO members will set up decor the night before. Kari will reach out to see if the Johnsons would be willing to emcee the dodgeball portion of the day again, and Carl will DJ. A DJ is still needed for the dance.

Adjournment

Motion to adjourn by Carl (*second: Kaitlin*). The **motion carried** with 5 in favor and 0 against by verbal vote.

Meeting adjourned at 7:37 p.m.

The next meeting will be held on December 14th at 6:15 p.m. in the Deerfield building library