

Britton Deerfield PTO
October Meeting Minutes
10/11/2023 – Library, Deerfield 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, Shannon Miller, Carl Emmons

Guests in attendance: Karen Scholl, Glory Nighswander, Nancy Downard, Jessica Nelson

Approval of minutes and treasury report

Meeting minutes from September were reviewed by PTO members prior to the meeting. Motion to approve by Tania (*second: Carl*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Treasurer's report was presented by Tania. Current account balance \$8338.07 + \$950 cash from the Monster Mash + \$95 in checks from vendors who signed up for Holiday Bazaar + the startup cash for the book fair to be deposited. We have a standing \$5 in a savings account as well. Our former PTO account with Old National Bank is in the process of being closed out, the current balance at \$0. The board voted to approve the account transfer from Old National Bank to TLC Credit Union; Motion to approve by Carl (*second: Shannon*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Old Business:

Niche folders were received by teachers, expense will be brought up at next meeting.

The final total from the classroom allotment was \$610.17. A small snafu was brought up regarding one of the teachers. A new total (accounting for the overage) of \$634.57 was voted on. Motion to approve by Kaitlin (*second: Carl*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Panda Express awards were distributed to teachers in the Britton building prior to the meeting, and the remaining handful were given to Karen to use for students in the Deerfield building. Additional certificates can be ordered if needed.

Monster Mash/budget was reviewed.

DJ: \$150 approved / \$100 actual

Decorations: \$200 approved / \$225 actual

A vote was held to approve the overage. Motion to approve by Kaitlin (*second: Abby*). The **motion carried** with 6 in favor and 0 against by verbal vote.

The teacher conference/in-service potluck was appreciated by staff; changes/clarifications for the Nov. 1st date were made. Provide parents with one drop-off window (with the option to bring items later, during their conference times); have donations brought to the front office of each building. Ask administrative staff to relocate donations to the library lounge in Britton, and the teacher's lounge in Deerfield. Add a more apparent reminder to label containers. Karen Scholl suggested an 11:30-12:30 drop off window. Abby will edit the Sign-Up Genius. Budget was discussed from the 10/10 date: \$200 approved / \$17.94 actual.

New Business & Upcoming Events

Book Fair:

The fair went well, having it at the same time as Monster Mash proved beneficial. We "made" roughly \$2000, of which some percentage will translate to Scholastic dollars to be used at the next fair. Elementary teachers in the Britton building were each given \$100 (Scholastic dollars) to spend on books for their classrooms. Shannon will speak with Mr. McArane to discuss options for holding a book fair in the Deerfield building.

Holiday Bazaar:

29 vendor slots have been approved and filled by Kari, she is still reaching out to other potential vendors. Yard signs are still in the works. Discussion regarding a booth with PTO concessions was brought up, and ultimately tabled until November to see what vendors will be offering before making any final decisions.

Santa Shop:

Shannon will have a flyer available for board review at the November meeting, and stated that high school/parent volunteers will be needed and appreciated for the Britton shop.

Assembly:

Glory brought in information as promised at the last meeting. Her son's friend is willing to do animal presentations for \$250 per building. Presentations are 45 minutes – 1 hour and feature nine animals. Information was passed along to Karen to pass along to Stacy to receive approval so further steps can be taken.

General Discussion:

General communication about PTO events was discussed. It was requested that, should any person who is not a board member be approached with questions about events, those questions should be redirected to a board member. The board will also make more of an effort to make regular flyers and add events to call-out messages. Discussion about a newsletter or "meet the board" type flyer was had.

A "drop and shop" idea was thrown around, and ultimately tabled as a potential event for next year.

An end-of-year survey was also suggested, to gauge interest in current and potential events.

All other topics were put on hold for future meetings

Adjournment

Motion to adjourn by Carl (*second: Shannon*). The **motion carried** with 6 in favor and 0 against by verbal vote.

Meeting adjourned at 7:22 p.m.

The next meeting will be held on November 9 at 6:15 p.m. in the Britton building library