

# MINUTES

## AISU PTO Minutes

*Date | time 11/28/18 6:50pm | Meeting called to order by Sophia Weiss*

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### In Attendance

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Sophia Weiss (General Board Pres & Secondary Pres), Natasha Udink (Secondary VP) *on phone*, Jaimie Onigkeit (General Board VP and Elementary President), Shanna Diaz (Treasurer) & Natalee Lance (Secretary).  
*Clarissa Gotfrey (Elementary VP), Leslie Palmer (Treasurer) not in attendance.*

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### Approval of Minutes

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All previous minutes have been approved and will be made public to Jordan King to put on the website.

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### Agenda

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1. Book Fair- Best bookfair on record. We had around \$7,450 in sales, not sure how much we get back of that just yet. We asked for donations and rounding up sales for the ALL FOR BOOKS account. With that we were able to buy the each elementary teacher around \$20 in books from their wishbox. Sophia delivered all the books to the classes. Our red sign got ruined, so we need to get a new one for the next book fair. There was interest in our red aprons, so we would like to sell some of them at the next book fair for \$10.
2. Scholastic Warehouse Sale- Dec 5<sup>th</sup> Sophia and Natalee will go to the sale. It will have BOGO free for cash purchases. Full price with Scholastic dollar purchases.
3. Grandparent's Lunch- Huge success this year- no complaints. We had 150+ people on both days. Using the atrium was perfect. Next year be sure to have both circles reserved and only ask grandparents to come early if they are getting school food. We only need a couple volunteers at the beginning, plus set up and take down.
4. PTO Parent Meeting- we are moving it to Dec 5<sup>th</sup> in Portable 4, instead of the 4<sup>th</sup>. We will have our trimester raffle drawing. Must be there or have a proxy to get it. Natalee will ask Melissa Whitehead for a list of the volunteers, so she can make the raffle tickets for that night.
5. Volunteer Hours- Melissa Whitehead (chair head) wants us to do a google form to submit volunteer hours. That will also give an email confirmation to volunteers. We will ask her to explain to parents at Parent Meeting Dec 5<sup>th</sup>.
6. Yoga Meditation in Treehouse- Dec 4<sup>th</sup> at 7pm
7. Gala Planning Meeting- Dec 4<sup>th</sup> at 6pm
8. Raffle Survey- Jaimie will make a raffle survey tonight for Natasha to send out to parents to ask what they want for the next trimester prize.
9. Taxes- We are still looking for someone to do our taxes, need to do asap.
10. Gala Auction Items- We received free tooth whitening valued at \$400. Natalee and Shanna will be in charge of sending out our tax donation receipt the next day that we get items. We will create a spreadsheet for all the items donated and mark it off when sent. We voted that anyone who donates/sponsors \$800 will get 10 hours in volunteer time, \$400-799 will get 5 hours, anything under that is 1 hour.
11. SignUp Genius- Sophia requested that we all make our signups for every event that we are liaison over now and create the event. We can at least put how many volunteers we need, even if we do not have other details yet.
12. Marquee- We all need to ask Jordan to advertise our events on the marquee too.
13. Newsletter- Someone requested we list the name of all the volunteers in the newsletter. Natalee thinks that would be hard, because we have so many that might get missed, so maybe just the top 5 or 10 would be easier. Not decided.
14. T-Shirt Quote- Shanna will see if her husband has a connection. We are doing the white only round dragon logo on the rest of the 295 shirts/hoodies we have left in stock.

15. STEM carts- We got the items from Scholastic for the carts, but we are still waiting on Tasi to give us the go ahead to buy the carts and tell us where they can go. We don't have room to store carts and we don't want \$3,000 in STEM supplies lost. We need the locking carts and a system to check them out before we release anything.
16. Santa Breakfast- Natasha said we will have pancakes, eggs, hot cocoa, juice, milk and cookies. Will be \$3 for food. Pictures are \$5 per sheet. Photographer fell through, so we will have Jeanea's son. If they don't have a chair, Natalee has a high back chair at home.

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### Next PTO Board Meeting

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TBD for January at 6:30pm.

Adjourned at 8:30 p.m.