

# MINUTES

## AISU PTO Minutes

*Date | time 7/25/18 7pm | 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), Michelle Schweiss (General Board VP and Elementary President), Jaimie Onigkeit (Elementary VP), Leslie Palmer (Treasurer) *on phone*, Juliet Wendels (Treasurer), Natalee Lance (Secretary)

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### Approval of Minutes

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Copies of 7/11/18 and 6/18/18 meeting passed out. And approved and Leslie will get email to approve later.

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### Committee Heads

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Field day-

Gala- Sophia volunteered to oversee this committee, Mindy Young (on the Board) will look for our sponsors. All PTO board will help except Michelle. Natalee is in charge of auction.

Box Tops- Jaimie Adamson-Leslie Palmer (liaison)

Movie Nights- Juliet Wendels

Volunteer Committee-Jaimie Onigkeit

Picture Day-

Fall Festival -

Book Fair- Michelle Schweiss

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### Items to Discuss

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1. **Listed Strengths of the PTO Board Members-** see list at end
2. **Newsletter Bio needed-** Each person needs to give pic and answer questions; Name, Kids grades, why I joined PTO board, accomplishments, profession, things we want to accomplish, top 3 interests.
3. **Committee Liaisons-** Board is asked to have at least one of us on each Committee as a liaison.
4. **Book Fair-** While switching Heidi Linns to Michelle Schweiss as the Schoolastic Rep, we were informed of about \$5,800 owed to Schoolastic that is still not turned in (not counting the check Heidi said she sent back to Schoolastic for book credits was never received by Schoolastic). Tasi is informed and will contact Heidi to see what happened to the money and get it resolved by midweek. As of Monday 7/30/18 anything to do with Schoolastic will be our responsibility. Schoolastic also informed us that Heidi cancelled all of our dates and now we are on a waiting list and may not get them back. Due to these new issues Heidi will no longer be able to volunteer in anything to do with money or anything to do with Book Fair. The school will handle it.
5. **Budget Update-** Brett (last Treasurer) is still working on the spreadsheets so we can see what we actually spent. We just reviewed last year's budget, but didn't vote yet till we have more info.
6. **T-Shirt Update-**Front print only Adults/Kids \$13/\$10, Front & Back \$16/\$12, Hoodies \$25/\$20. Sophia wants to order 20 shirts of each size and design. 740 items for \$6,183.82 (\$432 of that is shipping). The profit will be \$3,400 if we sell them all. Natalee offered to look up some local places to save on shipping but if we don't find another option by Monday, we will order these.
7. **Elementary Passports-** Sophia showed up the printouts for the elementary passports. All liked them.

8. **Gala-** Sophia meets with the Samba Dancers on Friday. She is also trying to get a Brazilian Fair to donate/lend us some decorations so we can save money on that. Everyone but Michelle wants to help on the Gala Committee. Will ask Tristan to help get donors again (\$400/\$800 tables).
9. **Fall Festival-** Michelle has found a volunteer face painter Clarissa, who will do it if her kids get free wristbands. We all voted yes on this. 801Rocks wants to do a booth for free (we are unsure if they provide the rocks and paints too yet), looking for a Character Drawer for about \$100/hr who can do 4minute pictures. Maybe thinking of activities like a donut on a string contest or human sized hungry hippos. Letting SBO (ChickFILA) or other clubs do food, but could get a food truck too for variety as a backup. BounceBins will do \$10 wristbands (or \$1 tickets), \$1 snow cones, \$1 cotton candy, and do our field day for free at the end of the year. They have some staff, but we need to get volunteers. Need more info before voting on a budget. Last year was \$250, Michelle wants \$300.
10. **Movie Night-** Juliet will work with teachers to create a themed event from 6-7pm before the movie to draw crowds in. We will stamp hands this year to keep track of our entrance fees which go towards the movie license of \$550 (which the school pays half of) and hopefully we won't have to pay Luke's fee if the school makes him salary this year, still TBD.
11. **Registration/Membership-** Aug 16 & 17, 9-4pm. We need to man our table with the Pop Up canopy with our sign. We need to promote membership to join the PTO. Incentive: Get directory (digital and/or print) and get the car pool app. We will get a release for the directory in the welcome back packet. We will have an early bird special to sign up in the first week. \$13 adult/ \$17/2adults up to \$15/\$20.
12. **Newsletter-** Natalee will be responsible to get him the info to Jordan King to be posted the 1st week of the month. The PTO newsletter will be sent out the 3<sup>rd</sup> week of the month. (Teachers get the 2<sup>nd</sup> week). We want 6 weeks of future info in each letter.
13. **Summer Park Days-** Next park dates are: July 26, Aug 1 & 10<sup>th</sup>. The Aug 10<sup>th</sup> will be a movie night at the school soccer field before school starts. Sophia and Natalee will be at the July 26 with popsicles.
14. **Bulletin Board-** Board isn't in yet. Waiting for it before Natalee, Juliet, and Sophia decorate it.
15. **White Ribbon Week (Internet Safety)-** Want to end that week of Oct 22-26 on a movie night. Maybe do the SBO trunk or treat the same Friday before Halloween.

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## Announcements

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We need to submit a photo for the badges and bios that has a blank background asap. Plus questions in Item2.

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## Next Meeting

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August 8<sup>th</sup> at 7pm      Adjourned at 8:30 p.m.

### \*List of Strengths of PTO Board

**Sophia-** Delegating, planning events, leader, separating personal from professional

**Natalee-** creative, hands on projects, projects, involved, at most events, writing things, social, humorous, positive, planning events

**Jaimie-** new perspective, brainstorming, meticulous, organizing, memory, distracted by details if you're not specific enough, education

**Michelle-** high moral standards, integrity, can delegate, team player, articulate in writing, superb in communicating, organized

**Juliet-** sympathetic, communications, executer- gets things done, baking, and singing

**Natasha-** leadership skills, team building, building skills, written communication skills, multi-tasking

**Leslie-** banking so numbers and money, detail oriented, good written communicator and confrontation, but not in person, can delegate, reliable, loyal