

MINUTES

AISU PTO Minutes

Date | time 9/5/18 6:45pm | *Meeting called to order by* Sophia Weiss

In Attendance

Sophia Weiss (General Board Pres & Secondary Pres), Jaimie Onigkeit (General Board VP and Elementary President), Clarissa Gotfrey (Elementary VP), Leslie Palmer (Treasurer), Shanna Diaz (Treasurer), & Natalee Lance (Secretary).

Approval of Minutes

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

Agenda

1. Fall Festival- Sophia has contacted Voss Exotics who need a 10 ft x 10 ft area for reptiles and one table. Bounce Bins will decide when they need to set up earlier to date. Clarissa needs a table, two chairs, popup, and will have a board to put up pictures. We want to sell memberships and tshirts. We need more volunteers to sign up to make it work and to have everyone put flyers up all over the area. Sophia and Clarissa there all day. Shanna 5:15. Jaimie 3pm. Leslie's daughter Ryan will help. Leslie 3:15. Natalee 2pm.
2. Morning Monitors- only one person signed up.
3. 9th Grade Field Trip- only one person signed up.
4. AtoZ App- Jaimie is getting the flyer part set up on the app and the lunch menu. Teachers can send home flyers if the school bought into a pay version. We can create a printed directory made into a pdf if parents want a printable version. We should have only name, number, email and the city/zip on all of them for print version to protect those who don't want their address out. Shanna wants to help on social media. We should have a random prize for one person to get people to sign up by a certain date. Either a gift card or 30 minutes towards volunteer hours.
5. Volunteer Newsletter- Jaimie is going to have a separate newsletter where she talks about the volunteers we need. We want to focus on the Gala prize for those who fulfill their 5 hours. And the background checks. She will use her volunteer committee to collect hours and input them, and to help volunteer where needed. Should look into PTOToday flyer program.
6. Communication- Any communication about PTO goes through PTO email. Parents and Staff use aisu email. All other communication use gmail email. Sign all copies so we know who sent it. Make sure you blind copy mass emails for privacy. Natalee wants labels on email to make sure things don't get ignored, such as gala or movie night. We can make folders for important things like insurance.
7. Utah NonProfit Training- Sophia, Natalee, Jaimie can go. We have 5 spots for the same price.
8. Movie Night- Natalee sent Dana Goff who is the head with some info to contact Ms. Amber's class. Set up is at 5pm. We set up the pto square at 5pm. PTO creates movie night (and pays for half of the movie license and Luke to set up) for the teachers to have a place to raise funds. Their class parents donate all the concessions and activities. We hold their funds and they bring us receipts on what they want to buy to go against those funds, then we write them a check. Natalee asked Dana to contact all elementary teachers to pick their date. Oct will be with the SBO trunk or treat.

9. Gala- K2 won't let us have our date, so we need to switch to Jan18-19, Jan 25-26, Feb1-2, or Mar 1-2? March 1-2 is first choice and Feb 1-2 is second choice. SBO's help set up and take down- half and half.
10. Book Fair- we have Oct and Feb dates only. Sophia will take over the liaison and will meet with Katie and others about the Scholastic money that will expire in October on what to buy with it.
11. Passports for Elementary- We want to highlight that we are an international school, so we are making passports for elementary kids, then have the international kids present about their county and stamp the books. Art class could make the stamps. Waiting on International Dept to approve.
12. Youth Teaching Youth Kits- Jaimie works at Utah Natural History Museum. Would like Gala money to go towards a startup for their kits for 4th grade. The museum wouldn't sell the kits, we would make them ourselves. She will look into how much it would be. We decided to use Fun Run funds for this if we decide to do it.
13. Gala Funds- We need to decide what to have funds go towards this year. We want something for all the kids to benefit. Thinking of a pavilion with tables by the playground and possibly by the river where many teachers take their students. Last year's athletic facility was not built yet and our funds were going to go towards bleachers or something inside, but we can't wait, so we will put it towards this years gala funds.
14. Committees- Heads needed: School Dances, Dodgeball and Performing Arts. Liaisons: Sophia will take over all of Michelle's liaison positions. Natalee will do School Dance for liaison, Shanna will help because she has hook ups for DJs and such and possibly be the Head if no one else signs up. Shanna will do Sponsorships liaison. Leslie will do Performing Arts Liaison.
15. Liaisons- Please reach out to your committee heads to give them info.
16. Closet Space- Want to see how much to pay to create a door on the part of our 2nd closet that has a slip of space we can't use now because it's hard to get into. Then we could put all the shirts in there. Right now it's in the cafe area and looks messy. We will get bins to organize before movie night.
17. Calendar- Sophia will send out a calendar of important dates. Only a couple dates still need to be approved by Cindy Gardner.

Next PTO Board Meeting

Sept 19th 2018 at 6:30pm.

Adjourned at 8:10 p.m.