

# Meeting Minutes

Tara Elementary PTO

Meeting Date: September 4, 2018

Meeting Location: Tara Media Center

## 1. Call to Order

## 2. Principal Introduction/Share

Laura Campbell shared we are currently at 720 students.

## 3. Introduction of Board Members

A. President - Jessica McMaster

B. Vice President - Michelle Dieter

C. Secretary and Volunteer Coordinator - Jenni Dunlop

D. Teacher Liason - Luci McGee

E. Treasurer - position currently vacant

## 4. Purpose of PTO

A. Create School Spirit / Build memories

B. Organize Events

C. Fundraising-Earning money for our school

## 5. Budget Reports

A. Balance - we are starting the 2018-2019 school year with \$19,000 in the bank

B. Projected expenses of \$25,000 (including IXL AR Renaissance Starfall and grants to instructional staff of up to \$100) for the year.

## 7. Cookie Dough Fundraiser and Distribution Day

A. Deadline is Friday September 7th. This is our biggest fundraiser of the year earning 40% of the amount sold

B. The Gecko keychains are being distributed as students earn them.

C. If we reach the \$20,000 sales goal this year (last year we sold \$30,000) there will be two shows by Tricky Dogs (one paid for by PTO)

D. Distribution of the orders will be October 18th (conference night).

a. Volunteers needed from 1:00 pm to unload truck and set out orders by grade and teacher. Orders will be distributed between 3:00 and 7:00 pm in the cafeteria.

b. If necessary, additional distribution to take place Friday October 19th

## 8. Prize Drive - October 1st through October 12th

A. Trying something new this year. The Goal is to collect enough prizes to supply staff booths at the Fall~O~Ween event

B. The class that collects the highest weight in items will win a party

9. Fall~O~Ween October 26th 5:00 to 7:00 pm

- A. In the cafeteria will be Dance Team Performance, Bake Sale, Food Concessions and dancing
- B. In the breezeway will be games and activity booths for Staff to earn classroom funds
- C. In the front parking lot there will be a Trunk or Treat loop.
  - a. If interested in a trunk for your family or a business let PTO know ASAP as spaces are limited and fill up fast.
  - b. Cost is \$10 per space and need to provide 500 treats
  - c. Trunks can set up between 4:00 and 4:30 pm

10. Spirit Nights

- A. Chick-Fil-A Creekwood Thursday September 13 from 3:00 to 9:00 pm
- B. Menchie's River Club - Thursday October 4th ALL DAY

11. Review of 2018- 2019 PTO Events and Spirit Nights calendar

- A. Laura. Campbell suggests adding the dates of PTO meetings to this document as well as Hungry Howie's Spirit Night once date is determined
- B. Possible additional Spirit Nights have been suggested. Chuck E Cheese has contacted Jessica McMaster and Astro Skate has contacted Laura. Campbell. Suggestion for Astro Skate is a possible Family Skate Night.

12. Box Tops and Coke Gives

- A. Box Tops Coordinator Adrienne Eaton reported that we collected 6045 Box Tops in just two weeks!
- B. There will be monthly collections going forward, with the top student doing the TKN advertisement for the following month and the top class earning a party.
- C. If possible please download the Box Tops app for opportunities to earn extra Box Tops for the school.
- D. At this time Adrienne is testing the Coke Gives program and any bottlecaps or codes can be given to her to enter or we can enter ourselves

13 - Adjournment

- A. Next meeting is October 2nd
- B. Please park in the rear parking lot as we will be meeting in the Media Center