



Richland Elementary PTO - Meeting Minutes

Friday, December 13, 2019 - 9:00 AM, Richland Elementary Library

ATTENDEES: Erin Sullivan, Jessica Greve, Sherri Duncanson, Alisha Kent, Mary Claire Kovacic, Michelle VanMiddlesworth, Alaina Neff

President's Report - Erin Sullivan

- a. We understand that this is a very busy time of year and want to thank all the parents who have stepped up to help us out, especially Cindy Wassa and Alisha Kent for the week of Book Fair, Alisha for the week of our Holiday Gift Shop, Mary Claire who had the idea for winter Mileage Club, and Alaina Neff for keeping Reading Club stocked and shopping around to get the best deals on books
- b. Candle Fundraiser update - Sold \$1500 worth of candles, so the PTO will earn 50%. Success was attributed to the paper form versus ordering online with a code. Pickup times will be offered on Monday.
- c. PTO tax filing, end-of-year statements to donors - Tax filing for exempt status is completed. Sherri and Mary Claire will coordinate sending an end-of-the-year statement to Strong Start donors by Jan. 1
- d. Popcorn Friday, other upcoming events - In the midst of holiday parties, we will suggest that we cancel Popcorn Friday for December. Next PTO meeting 1/10, Movie Night 1/16 (right after school), Popcorn Friday 1/17

Vice President's Report - Mary Claire Kovacic

- a. Mileage Club Winter Classic was well received by students and teachers.
- b. Karen McConnell (Richland Library director) had a lead on a local author visit for reading month who would be a perfect fit for Gull Lake Foundation to assist with funding. Mary Claire will begin to work out some details for a date and format

Treasurer's Report - Sherri Duncanson

- a. Updated budget was presented
 - i. Added percentage completed column to see how far we have progressed on what we expect to earn/spend.
 - ii. The possibility of requiring an accountant once Sherri is no longer acting treasurer was discussed
 1. The possibility of investing in accounting software was discussed, including web-based options

Secretary's Report - Jessica Greve

- a. Bulletin boards have been updated for December
- b. Will reach out to Tiffany Wedge regarding Secretary position 2020-21 for a meeting

Committee Chairs' Report

- a. Reading Club - Alaina Neff
 - i. Substitutions for bag/hat/water bottle prizes were discussed
 - ii. Logistics and recording of prizes (i.e. list of earned prizes) were discussed
 - iii. Changes and improvements to the reading logs were discussed
 - iv. We continue working on a plan to accept new/gently used book donations, as well as utilizing classroom Scholastic orders for \$1 books to donate when placing orders
- b. Book Fair
 - i. Sherri has some questions regarding the invoice, ~\$3,500. There is a discrepancy between money due and money we have. May be due to how Mrs. Roberts chose to receive her profits or fees from credit card usage
 - ii. Erin & Sherri will sit down with Cindy to clarify how to incorporate the Book Fair into the budget
- c. Holiday Gift Shop - Alisha Kent
 - i. Final PTO profit around \$1000, this event was hugely successful. Some products we bought outright on clearance so they are now owned by the PTO for next year or to be used as prizes
- d. Staff Appreciation - Michelle VanMiddlesworth

- i. December staff appreciation - The idea of a game at December staff meeting to give out gift cards or Sign up Genius for gift cards for each staff person, however the cost is >\$1000 for 52 staff members. Erin suggested Kitchen House catered lunch for staff next week - 2 entrees, salad and bread for 52 on Thursday, leftovers for Friday.
 - ii. Teachers could also use a supply restock - snacks, kleenex, Clorox wipes, crayons, etc., only spent \$355 of \$1500 Teacher Appreciation budget so far so will work on January options
- e. Box Tops
- i. Budget line item added for postage and bulletin board expenses

Items for Approval

- a. Approval of previous meeting minutes
- b. Jessica motioned the approve - Sherri seconded, minutes are approved

Closing

2019/2020 Richland Elementary PTO Board

Erin Sullivan, President - erintsullivan@gmail.com

Mary Claire Kovacic, Vice President - kovacicmc@gmail.com

Sherri Duncanson, Treasurer - sherriduncanson@hotmail.com

Jessica Greve, Secretary - jessica.k.greve@gmail.com