

The meeting began at 6:37 pm

**Attendees - 17**

**Board Members in Attendance:**

Megan Pugh, Liz Wynn, Cecile Rock, Janie McKelvey, Jamie Church, Emily Dunn, Jessi Jansen

**Members in Attendance:** Stacy Sucarski, Jeanette Bentham, Stasia Pitcher, Kim Bondy, Erica Blue, John Hufnagel, David Middlin, Simbiat Monsur, Angela Means, Amy Brookes

**I. Meet & Greet**

**II. Approval of October's Meeting Minutes**

**III. Treasurer's Report**

Bank Balance as of 11/25/18: \$29,597.07

Outstanding Checks/Payments: -\$152.88

Band Line Item: -\$1,400.36

Total Available: \$27,350.05

2018-19 Planned Operating Expenses: -\$39,150

2018-19 Estimated Fundraising Income: \$33,015.40

Earned Income Awaiting Payment:

Box Tops: \$1,091.10

Fun Run: \$13,986.25

\$2,154.00 (in school donations/already deposited)

Total Earned for Fun Run: \$16,140.25

Funding Requests Approved by PTO Board

Additional Funding for Y5 Field Trip: \$63.50

Paper Cutter Replacement Part: \$12.76

Discussion: It was mentioned that the teachers who had won monetary prizes for their classrooms had not yet spent their funds and that they would need to do so by the end of the fiscal year.

**IV. Topics & Updates**

**a. Five Below Fundraiser**

The PTO is doing a fundraiser during the week of Monday Dec. 3<sup>rd</sup> through Sunday, December 10<sup>th</sup> at the Five Below in Arborland. In order for the PTO to receive credit for the sale a paper flyer must be handed to the cashier.

**b. Mother & Son Night/Knights of Nonsense**

The first Mother & Son Night will be held at the school on January 18<sup>th</sup> from 5:30-8pm. A Dining for Dollars event at Noodles & Co. will be held on the same night, open to all students. The funds raised from Knights of Nonsense may end up being used for a targeted fundraiser but that is still being determined by the event organizers.

**c. Zap Zone, February 14<sup>th</sup>**

The PTO is looking for volunteers for a committee to run the Zap Zone event which has been booked for Valentine's Day. Cecile Rock volunteered to run the committee and both Jeanette Bentham and Erica Blue volunteered to be on it. Zap Zone now provides pizza and pop along with two unlimited activities for \$20. The PTO will still be able to sell additional concessions, such as valentine's themed candy, and perhaps tokens to make additional money. If we have at least 30 passes bought Zap Zone will donate a 30 person party package for the Auction and there are other rewards. If we sell 100 passes we will receive a bonus night event.

**d. PTO Auction, Friday March 1<sup>st</sup>**

The PTO Auction is an adult only fundraiser whose tickets cost \$40 per person, with a cash bar, and dinner. The ticket simply covers the PTO's cost for the venue and the food. The PTO raises funds through the items sold at the auction. We are still in need of a 7<sup>th</sup> Grade Basket Volunteer. Stascia Pitcher volunteered to coordinate the First Grade Basket with a Made in Michigan theme.

## V. Revision of PTO By-Laws

- a. Adding a Quorum was discussed. It was brought up that for reasons having to do with the PTO's non-profit status it was advised for the PTO to maintain a quorum for voting amongst the membership to determine how the PTO's funds is being spent. It was determined that if a quorum was not reached at the meeting the voting would be tabled until the following meeting. If a vote was necessary due to the end of the fiscal year the Executive Board would vote. The hope amongst the PTO Board and the membership was that the quorum would help encourage PTO Members to attend the meetings.
- b. Per the revised By-Laws extracurriculars would be defined as not falling within the scope of a regular curriculum South Arbor School Day between the hours of 8:00am and 3:15pm, usually but not limited to, organized student activities that are connected with the school and carry no academic credit.
- c. The addition of Volunteer Bucks was discussed as a way for Extracurriculars to earn more funding. It was discussed that it is traditionally difficult to find volunteers for Parent Teacher Conference Dinners and this was a way for the PTO to incentivize others to help. Members asked if the Volunteer Bucks would have to be spent within the school year and if it would count as a Targeted Fundraiser for the Extracurricular.
- d. The question was brought up as to whether or not the PTO would also be instituting a cap for spending by the faculty. It was deemed that the majority of the membership present felt that funding for the faculty was a higher priority for the PTO's funds and therefore a cap would not be placed on the faculty. Mrs. Bondy was able to enlighten the membership as to how the funding for the school works. The South Arbor Board is the governing association for the school and has a charter with Central Michigan University. The SA Board has hired NHA to manage the school and NHA is not responsible for determining what receives funding. One example that was mentioned was that the general budget does not provide money for technology and therefore if it is needed the school, it has to be asked of the South Arbor Board or of the PTO. The amount of State Aid the school receives is determined by Count Day.

## VI. Adjournment 7:55pm

## VII. Next Meeting is January 24<sup>th</sup>, 6:30pm