

The meeting began at 6:34 pm

## **Attendees - 21**

### **Board Members in Attendance:**

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

**Members in Attendance:** Sarah Camp, Natalie Adewunmi, Jeanette Bentham, Stasia Pitcher, Bethena Wallace, Becky El-Assadi, Renee West, John Hufnagel, David Middlin, Simbiat Monsur, JaVon Jason, Kelly Gubbini, Amy Brookes, Suzanne Gadepalli, Takisha Mastin

## **I. Meet & Greet**

## **II. Approval of September's Meeting Minutes**

## **III. Overview of Robert's Rules**

- a. A brief overview of how Robert's rules worked was discussed, including the use of a printed agenda, how motions work, and the need to wait for the floor to be open to bring up new topics. The meeting cannot end until someone has made a motion to adjourn. A member questioned how the PTO would be handling voting in the future. It was discussed that the Board is working with several teachers to determine the best method for voting and are looking into an app named Kahoot! to see if that would be the best solution. Members would download the app on their phones and those who were unable or did not have a cell phone with them would be able to use a Chromebook that would be made available at the meeting.

## **IV. Treasurer's Report**

Bank Balance as of 10/22/18: \$34,628.73

Band Line Item: -\$1,822.44

Total Available: \$36,451.17

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

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

2018-19 Funding Request Line Item: \$11,547.01

Desired Amount in Reserves: \$10,000

Trunk or Treat Profits: \$532.83

Discussion: We raised more than anticipated at Trunk or Treat. A treasurer's report for October is available on the PTO website.

## **V. Topics & Updates**

### **a. Chipotle, November 7<sup>th</sup> 4-8pm**

We are doing a fundraiser on Wednesday, November 7<sup>th</sup> at the Chipotle located on Washtenaw. Chipotle donates 33% of the money raised back to the PTO, down from the 50% they used to give. You must have a flyer or show a picture of the flyer on your phone to the cashier for the PTO to get credit and you cannot hand out flyers outside of the restaurant.

### **b. Parent Teacher Conference Dinners, November 19<sup>th</sup>-20<sup>th</sup>**

South Arbor parents are very generous in terms of donating items for the conference dinners, but the PTO needs volunteers for the dinners to help set up and to clean up. A Survey Monkey was sent to the teachers and the most popular dinners were a taco bar and nacho bar, and a pizza and salad night. Liz Wynn is willing to run the conference dinners for November but will not be able to for the Spring conferences on March 20<sup>th</sup> & 21<sup>st</sup>. Bethana Wallace volunteered to run the Spring conference dinners and she will help as well during the fall to learn what she will need to do. Amy Brookes volunteered to help with the set up of the tables for the dinners.

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. The PTO sent the membership a SurveyMonkey and the responses to holding the event on the 14<sup>th</sup> were favorable. School is closed the following day, and the upcoming Monday. Zap Zone will provide a website so that parents can pre-order their tickets and the PTO will have an idea regarding the anticipated turnout. 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. The auction is the only place people can purchase popular items such as car passes, the exclusive parking spot, the opportunity for one's child to be Mrs. Bondy or Mr. Middlin for the day, as well as other popular South Arbor items. The theme of this year's Auction will be the 80's. Attendees are free to dress up in the theme or not. The auction is a lot of fun, and some people enjoy going with a group of friends, making it a girl's night out, or attending with their spouses. The more attendees we have the more successful it will be and PTO members are encouraged to invite others, even those who are not at the school. The auction committee is in need of various volunteers. Some members have stated they would like to help but don't necessarily want to attend the auction itself. We need volunteers to head up grade level baskets that will be bid on at the Auction. The "basket" doesn't have to be a basket of items, it can be funds that are pooled to buy a large or several large items. We also need donations from businesses, but members are asked to not simply contact the business directly without speaking to the auction committee, as we want to make sure the businesses are only being contacted by one point of contact. Those who may not want to pay to attend can volunteer to help with check-out and running the auction and would not have a meal or a seat, but would be able to have dessert.

e. **Daddy Daughter Dance, Friday April 5<sup>th</sup>**

Lorna Scheel heads the committee for the Daddy Daughter Dance. She is hoping that someone who would be interested in heading the committee in the future helps run it with her so that she can train them, as once her daughter graduates all her knowledge on how to run the event will leave with her, otherwise. As always, volunteers are needed to help with the dance. It's a great opportunity for moms to get to see their daughters and husbands at the dance. The cost for the tickets will remain at \$30 per pair with an additional \$5 per daughter. She is working on a solution for the photo booth as each group gets one ticket, and they get to choose whether they want a formal photo or a photo booth. Often the kids want to get additional photos with friends but the issue is that creates such a long line that sometimes groups end up skipping the photo booth so that they don't spend all of their time waiting rather than dancing. It was suggested that each group received a number, or a time, when they could go to get their picture therefore cutting down the time in line, or having people sign up for times for the photos. A

## VI. Revision of PTO By-Laws

- a. The by-laws are 4 years old and there has been a lot of change and growth with the PTO so the board felt it was time to review and revise them.
- b. No changes were made from Article VIII & on.
- c. The definition of the Executive Board was added to the by-laws

- i. The Board would also serve as the By-laws committee to review the by-laws and keep them current with the PTO.
  - ii. Language was added that the board would have a final meeting between the last PTO meeting of the year and July 15<sup>th</sup> that would include outgoing and Executive Board members as a way to help with the transition.
  - iii. Clarification of when the officers would assume their official duties.
- d. Adding a quorum of ten members (including the Executive Board) was discussed. If there was not a quorum only the Executive Board would vote. Its purpose would be to encourage more membership participation but there was concern it could do the opposite. The general consensus was that either voting be tabled until the following meeting or that this proposed revision be omitted.
- e. A revision regarding how a tie during voting would be handled was discussed. The revision states that in the event of a tie, with at least 2/3rds of the Executive Board members in attendance, the Executive Board would revote on the matter at hand. If there was a tie between the Executive Board officers the President would cast the deciding vote.
  - i. It was suggested rather than implement a system of tie breaking votes that in the case of a tie the motion would automatically be voted down as it was not a majority.
  - ii. It was also discussed by the members that in many by-laws for organizations oftentimes the board do not vote, unless in the case of a tie, as they are considered a neutral party.
- f. A requirement that the PTO Budget would include a minimum reserve of \$10,000 to insure start-up costs for the following year.
- g. The annual PTO Budget would not provide funds over \$1,000 for any extracurricular activity.

## **VII. Adjournment 8:02pm**

## **VIII. Next Meeting is November 29<sup>th</sup>, 6:30pm**