Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting – November 9, 2017**

Meeting called to order at 8:40 am by Gina Retke

**Members and attendees present:**

Gina Retke, President

Nicole Hamilton, VP

Leigh-Anne Mateyka, VP

Julie Leppelmeier, Secretary

Anne Tanaka, Membership

Yari Kartzmark, Treasurer

Kristina Havill, Yearbook/Parliamentarian

Lisa Himmelstein-Picnic in the Park

Kristy Froehlich – Website

Jen Jost-Pioneer Nights

Brooke Bunker

**Business**

* **Leigh-Anne/Vice President’s Report**:

Vote to approve minutes from October, 2017 meeting. Yari Kristine Havill made a motion to approve the minutes for the October meeting as submitted; motion was seconded by Lisa Himmelstein, motion passed and minutes approved.

* Leigh-Anne thanked everyone who helped with Trunk or Treat carnival and raffle.
* Volunteers needed at lunch time to supervise while children are allowed to eat outside.
* **Yari /Treasurer Report and Gardening:**
* Still waiting on checks from taco and cookie trucks (Trunk or Treat)
* Raffle profit was $13,150, Trunk or Treat profit was $2,500
* Copies of updated tax exempt forms are available. We are able to reimburse for wholesale club tax
* Need two volunteers to help with Gardening Club on 5 Dec from 9:30-12:30
* **Kristina Havill/Yearbook**
* Winners were announced (5th grade)
* Please upload pictures (see “how to upload pictures” tab on Staton website
* Presale starts this month (14th). $5 for lovelines, $25 presale yearbook price. Want to put lovelines and yearbook sales in online Staton store, too
* Need a new person for Yearbook for next year. Let Kristina know if you are interested. Two layout people needed, as well
* **Gina Retke/President’s Report and Box Tops**
* We are moving forward to comply with new volunteer/fingerprinting requirements. It will take time, asking all PTO members to get it done asap.
* Two open positions that need to be filled: Hop N Hop and Spring Event Coordinator. Please contact Gina or Leigh-Anne if you are interested.
* Looking for a volunteer to be the Staton School Webstore Administrator. Contact Gina if this is a skill you possess.
* Doctor Lombard has asked Staton PTO for help with centerpieces for a Thanksgiving dinner for Homeless Vets. (Completed by Jen Jost and Gina Retke)
* Volunteers needed for Barnes and Noble on 29 Nov. Sign up on sheet or online.
* Raffle Open Forum: discussed ways to involve spectators with pulling raffle ticket numbers at future events.
* Please put Box Tops in labeled groups of 25 or 50, or tape (do not staple) to Box Top sheet.
* **Kristy Froehlich/Holiday Store:**
* Most purchases have been made. Projecte profit is $8,500
* Still need to purchase wrapping paper
* Please sign up to work a shift or two, and bring a friend
* **Jen Jost/Pioneer Nights Report:**
* We made $171 with Battle Blast Laser Tag, and fun was had by all
* PTO members are encouraged to take pictures at any Pioneer Night they attend and submit to Kristina Havill (yearbook).
* Cream/snow cone days will continue.
* Next event is Chipotle, Nov. 14th (they give back 50%)

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* Meeting adjourned by Gina at 9:33am