

## Heritage Elementary PTCO General Board Meeting

September 20, 2023

Executive Board Meeting Minutes

Meeting Time: 6:00 – 7:00 p.m. MST

**Attendance:** Amy Preyer, Amber Jackson, Nadia Wilson, Amanda Maxwell, Meghan Minter, Jamie Simenson, Rachel Haeger, Amanda Chafin, Meredith Halstead, Debi McDonald (via phone),

Parent/Staff Attendee(s): Dr. Blakely Wallace, Meg Benedik

Absent: none

Welcome (roll call)

### A. Treasurer Report (Jamie)

#### a. Current budget report:

- Income Pledge Drive total \$12,378.28, Ice Cream sales \$106

### B. Fundraising Update (Amber and Nadia)

a. Pledge Drive recap thus far: Total \$12,378.28 via Zelle, Square, Checks, Cash and Paypal.

- Will clarify that we can run credit cards (done through Square).
- Explore Cheddar up due to \$11 service charge for every transaction. Service charge to donors.

b. Next Pledge Drive push: In November 2023. Pledge Drive to be wrapped up by end of 2023.

c. Run for Funds: Wrapping up 9/22/2023. \$18,022 so far

d. Dine Outs/Events

- October 5, 2023 Bad Daddy's
- October 25, Wing Stop

- November 16, 2023 Red Robin
  - November 21 Bad Daddy's
  - December 7, 2023 Bad Daddy's
  - Week of December 11, 2023 Mountain man toy shop and Kendra Scott
  - Another Kendra Scott around Mother's Day
  - Canvas and Cocktails TBD
- e. Family Events: TBD, possibly Monster Golf
- f. Read for Funds: Spring
- g. Gift Basket Auction/Silent Auction/Parents Night out: Spring
- h. Coin Drive – was scheduled week before fall break October 9-13, 2023. Move coin drive to spring. New Art Teacher can help kids Decorate
- i. Butter Braids – November, 40% of all sales. Can order online. Will come home in Friday Folders and send out digitally. ASAP
- j. Ice Cream Sales: \$106.00 so far, next sale 9/21/2023, start time 2:45 p.m.

#### C. Communications (Amanda M)

- a. Newsletter: Pledge Drive, Printed copy comes out monthly
- b. Social Media: Still trying to get access to Facebook, mainly posted on Instagram currently
  - Can post from Run from Funds photos
- c. Website: Website has been redone and updated, Heritage website has link to PTCO website, dates updates monthly.

#### D. Volunteer Coordinators (Amanda and Rachel)

- a. Field Day Follow Up: 10/4/2023, signup genius is live and in hour increments.
- b. Trunk or Treat Recap and timeline:

- October 27, 2023 Trunk Or Treat
- Parking lot needs to be cleared by 3:30 on Trunk Or Treat
- Need 15 cars minimum: Not doing it based on classroom, asking for individual parents to set up a trunk
- Approve trunk ideas by Dr. Wallace by October 6, 2023.
- Room parents will collect candy by room (5-6 bags per class)
- Food Truck Burger Bus booked for \$187.50
- October 27 will be "Character Costume Day" to ensure that it is inclusive

c. Moving night/Dance for Spring and date: Both will be Spring

E. Other Business:

- a. Cover for School Directory voting: Emmy Shaw
- b. New T-Shirts: New Shirts will be printed. \$851 is 1/3 of cost covered by family, 1/3 by PTCO, 1/3 by school budget. Motion made to approve. All in favor vote and none opposed.

Meeting adjourned at 7:02pm

Treasurer's Report Below

Meeting Followed by Roundtable with Dr. Blakely Wallace

# Heritage Elementary PTCO Treasurer's Report

September 20, 2023- Jamie Simenson

## **Bank Acct Balances (as of 8/15/23)**

Checking: \$ 36,442.26

Savings: \$15,092.71

## **Teacher Assistant Grant:**

Paid to Date:

TA Grant Outstanding:

## **Teacher Grants:**

## **Financial Update:**

Year to Date

New Income:

1. Interest: \$5.12
2. Pledge Drive \$6200.14
  - Zelle \$1,670
  - Square \$2,068.35
  - Checks \$1,525
  - Cash \$210
  - Paypal \$704.79
3. Ice cream sales: \$106.00
4. Corporate Sponsors \$2,100

Expenses:

1. 5th grade graduation (last years) \$535.00
2. Quickbook Fee \$590.00 (increased from \$350)
3. PTO Insurance \$370.00
4. Soar into School Event Total: \$970.00
  - a. 360 Photo Booth \$500.00
  - b. Big Sky Bounce \$470.00
5. Domain Name \$289.00 for next 3 years
6. Wix website \$576.00 for next 3 years
7. CCSD Parent Council Dues \$67.92
8. Trunk or Treat:
  - a. Food Truck \$187.50