

Heritage Elementary PTCO General Board Meeting

October 10, 2022

Executive Board Meeting Minutes

Meeting Time: 8:00-9:00 am MST

Attendance: Amanda Chafin, Rachel Haeger, Katie Rasmussen, Jessica Sebold, Mandy Ahlschwede, Jenny Dolan, Debi McDonald, Jamie Simenson, Amy Preyer, Ryan Langdon, Missy Molina

1. Welcome (Amanda)

2. Treasurer's Report (Debi) Report attached at end of doc.

- a. *Salaries:* Haven't paid the TA or librarian salaries yet.
- b. *Tracking and Software:* Debi created a new tracking sheet for events so we can have all the projected costs and how much we actually spend. She mentioned Quickbook fees have gone up. There's a non-profit version that's cheaper or we can switch to another software but it'll be labor intensive to move 5 years of data over for record retention.
- c. *Tax Docs/Thank You's:* Debi mentioned tax docs and thank you's to people that donate over a certain amount. We'll find something to print out and get that list. We discussed the tax write off communication with parents and how we keep track of that.

3. Fundraising (Katie and Jessica)

- a. *Brick/Electronic Sign (Jessica):* Missy brought updated costs and locale. Jess got a sample brick and she'll bring that in. We'll scope a grant to help with this. Kelly Steinke has expressed interest in writing that. Missy's pricing doesn't include electrical or brick. Amanda reiterates that we are making this a community fundraiser.
- b. *Coin Drive (Jessica):* Kicked off today, Monday, October 10 Banks in all but 2 classrooms... Jess will get that fixed. Volunteers- need two a day to help check the levels of the banks. Needs to be taken to First Bank on Friday. We get the volunteers we need for the week.
- c. *Run4Fund\$:* \$16,668.49 Final Number- post fees that we had to pay. Katie said Debi will get the check this week. Katie talked about lowering the fees we have to pay moving forward (Read4Funds). She has some ideas to cut back on that and try to get us more from the donations. Proposed dates for next year are to begin fundraising on Sept. 7th, the run on Sept. 14th and prize day Sept. 28th- considering every religious holiday. We need to let the company know soon if those dates will work. Katie said the corporate sponsors would help lower that 8k in fees we've been paying. Talked about the future of the directory and who will handle that moving forward.
- d. *Barre 3 Fundraiser (Amanda):* \$410 raised so a big success. We'll do more things like this in the future. Katie mentioned places like CorePower, etc.

- e. *Dine outs (Katie):* Trying to get Sportsbook locked in.
 - i. November
 - 1. Bad Daddy's (Thursday, November 3)
 - 2. Parry's (Wednesday, November 23)
 - ii. December
 - 1. Bad Daddy's (Thursday, December 1)
 - 2. Mici's Southglenn (Tuesday, December 13)
 - iii. Future Scheduled Dine Outs:
 - 1. Bad Daddy's (January 12, February 2, March 9, April 13, May 11)
 - 2. Parry's (April 20)
 - iv. Trying to schedule future dine outs with the following restaurants: Spitz, Torchy's, Sportsbook, Denver Biscuit Company
- f. *Family events - (Katie)*
 - i. Urban Air Spirit Night: 11/11 proposed date won't work. 1/9 is confirmed.
 - ii. Monster Golf: Working out details. Looking at 3/2 or 3/3. Katie is trying to do this 11/11 in place of Urban Air.
 - iii. Pickup game at Pickup USA Fitness (TBD): Proposed spring event.
- g. *Future Events*
 - i. Read4Fund\$ (Katie): As mentioned above, she's working on getting corporate sponsors, different prizes (i.e. pizza party, etc...) and additional volunteers to increase the amount of donations the school gets to keep.
 - ii. Silent Auction/Parents Night Out (Jessica): April Event is a work in progress and Jess will provide details at future meeting. Jess said we're noodling this one still.. .but a parent's night would be the idea. Possibly hire a band? Venue TBD (Grange Hall? Sportsbook?). Gift baskets (working on donations from the community) depending on what we receive we may have classrooms create baskets to donate. Katie has talked to people about these and how to get the auction items. If anyone knows a business that would like to donate something for a basket... one basket for each grade so we don't overdue the "ask." We'd like all the details wrapped by 2/28.

4. Communications (Mandy and Amanda):

- a. *PTCO Email:* This will go out with school email going forward. Amanda said there will be a link for school news and the PTCO information will be included in all the info- so we're reaching the whole school now, not just parents that have opted in for the specific PTCO email. Any info needs to be to Mandy by midnight on Tuesdays. Missy is taking our feedback to the front office, she's not sure moving the attendance line info to the bottom of the page will be something they want to do.
- b. *Social Media:* This will be a huge outlet for information as well, inviting people to the FB page and the instagram page as much as we can to help Mandy gain the audience for communications- Mandy is trying to get more parent followers on our socials and wants ideas. Missy will add the links into the weekly email and

Ryan agrees to this. Rachel suggests putting that info in the welcome packet for Kindergarten Roundup. Mandy suggested vignettes with PTCO members to put a face to the events, etc. Mandy wants to ask some other schools for advice on increasing the success of fundraising. Ryan has some input on volunteering and the messaging suggesting we present it as an opportunity not a dirge.

c. Mail Chimp Stats

5. Volunteers (Jenny and Amanda)- We need more volunteers, how do we reach them and tap into some of the new Kinder families - suggestions/ideas- Debi suggested asking people in person and connecting with the new families face-to-face.

6. Updates on Previous Biz

- a. Community Outreach:* Ideas for Holidays coming up? Amanda asks for ideas for kids to give back. Jess reiterated the outdoor lab survey was a huge success and the first planning meeting is tomorrow 10/11.
- b. Outdoor Education:* Jessica updated.

7. Upcoming Events

- a. Field Day October 13*
- b. Trunk Or Treat October 28:*
 - i. Need a PTCO table. Rachel, Amy and Debi volunteer to help decorate. 3:15pm. Katie is going to talk to Nikki Bonato about an idea for the table. Jenny reminded Ryan teachers need to move their cars elsewhere for the decorating and event time. Jenny will send out sign ups for the concessions tables.*
- c. Parent Teacher/Conferences Dinner November 11:* Jamie is going to handle this.
- d. Movie Night December 9 Confirmed:* No movie choice yet, but we'll work on that later.

Secretary Note: As we wrapped up, Mandy asked if there's value in working our logo more into our comms. Katie and/or will send it to Mandy so she has the current updated logo that is already done.

Meeting adjourned at 9:03am
Treasurer's Report Below

Heritage Elementary PTCO Treasurer's Report

October 2022 - Debra McDonald

Bank Acct Balances (as of 10/8/22)

Checking: \$23,568.16

Savings: \$15,065.41

Teacher Assistant Grant:

Paid to Date: \$0

TA Grant Outstanding: \$37,000.00

Librarian Outstanding: \$11,500.00

Financial Update:

New Income:

1. Pledge Drive: \$11,590.30
2. Run4Fund\$: 480.00
3. Kroger: \$1061.60
4. Amazon Smile: \$ 83.92
5. Dine Outs: \$138.37 Modern Market

*Pending +84.94 IC Brewhouse

6. Corporate Sponsors: 2800.00 (+250.00 pending deposit)
7. Barre3 fundraiser: \$410
8. Misc: Edukit 109.02

Expenses:

1. Debit Card – Oriental Trading Trunk or Treat \$311.91
2. Mile Hi Popcorn – 455.50
3. Big Sky Bounce House \$410.00
4. Ck to Jessica - Trunk or Treat games – 109.96

Other Items:

- New Tracking Google Sheets for Events/Fundraisers so that we don't overspend.
- Vote to increase budget on Soar into school Event – exceeded budget by 354.83
- Vote to increase Quick book fees from \$300 to \$540. Looking into new software.

