

BOARD MEETING MINUTES

Three Oaks Elementary PTA minutes

Date | time October 27, 2022 | 6:00pm | *Meeting called to order by* Jessica Keefe

In Attendance

Jessica Keefe, Amanda Lantrip, Melissa Asaro, Debra Slater, Krissy Dorsey, Matt Orebaugh, Stephanie Joseph, Maureen Coventry, John Joseph and Tiffany Murray. Meeting held via Zoom.

Board

Jessica Keefe, President; Amanda Lantrip, Vice Principal; Melissa Asaro, Treasurer; Debra Slater, VP Ways and Means; Krissy Dorsey, VP Membership; Matt Orebaugh, Principal; Stephanie Joseph, VP Programs; Maureen Coventry; Recording Secretary and Tiffany Murray; Corresponding Secretary

Approval of Minutes

Treasurer's Report

Melissa filled us in with the proceeds from the Fun Run coming to \$24,594 which allowed us to meet our goal, with part of that being corporate matches of \$2,563 where we get to keep 100%.

Our membership update at \$2,352 with majority (\$1,600) coming from Member-hub. Stephanie will work more on Amazon Smile and Harris Teeter to bring more proceeds in for the school.

The PTA insurance and dues have been paid. Our audit came in and we have been found to be compliant but just need to be more specific during minutes.

Melissa gave us the run down on some of our recent uses of PTA funds, Country Fair required half of the cost a month before the actual event, \$100 in popcorn sales and \$1,100 from Boosterthon. Our balance at the end of September was \$36,00 and adding that to our money earned had us with an ending balance of \$90,000 but after cutting the check for \$16,000 to Boosterthon and their services, it brought our balance to \$70,000.

Discussion was made and approved to increase the clinic funds to \$300.

Jessica suggested we raise the field trip funds from \$7 to \$10 which was approved by everyone, 10 members present.

Melissa inquired about the garden shed and the progress on its purchase. Matt assures us that it will happen very soon, he is working with the building manager and also suggests that we invest in having it installed as well and that the process should be easy. The shed will be approximately 10ft by 14ft with double doors, this particular model is highly rated with a 20 year lifespan. Jessica asked if we will need to purchase garden tools and everyone agreed that would be a good idea since what tools we had weren't much and would either need to be replaced or added to more broader range of options.

Principal's report

We've had so many events and have received so many compliments and also great weather. We held to the first kid assembly in years in the cafeteria for a performance with more to come. Matt requested for the PTA to help fund new earbuds for 3rd, 4th and 5th graders and the board agreed that we most likely be

able to help out. Matt also asked if the PTA could provide popcorn for all the students during the Wolf Bowl to which the board happily agreed to do so.

Old Business

A decision needs to be made now about if we are changing the Fun Run date for next year to possibly Jan/Feb and doing a possible Glow Run again in the gym. Tiffany said that staff members like moving it to the winter since there is so much going on in the fall and it's asking the parents for a lot. Matt expressed his concerns since this is the time of year that the students are having assessments and unfortunately there is always something going on and had inquired about possible moving the baskets to raffle at Snowflake Saturday but many believe that that would be a lot to ask of the parents since it's during the holiday season.

Jessica gave us a run down of the Country Fair: sales were not as much as 2019. There was discussion about selling a certain amount of tickets and when they run out, we run out. She also informed us that the Hunt Club didn't charge for the staff bands unlike years before and we want to make sure that continues. The ticket lines were much better but Jessica has few more suggestions to help improve it even more. Stephanie let us know that the Hunt Club couldn't assure us of a price for next year so we would know ahead of time. Tiffany suggests possibly cutting the price of the adult ticket since the parents aren't really usually utilizing the rides, bounce houses etc. She also suggested offering a deal for the free/reduced lunch students. There was discussion about pushing back the Country Fair but we would need to look into dates that the Hunt Club would be open to. All board members agreed to refund the two teachers who volunteered at the Country Fair for their help.

Jessica informed us that in order for us to keep our fall date (October 6th) we would need to put down a \$2,000 deposit.

New Business

Stephanie let us know that Watchdog Dads will start November 1st and that John already had a few dads reach out. We are permitted 1 visit a semester. One concern is a dad with multiple kids and being able to participate with both. An issue was brought up when a fellow dad basically just hung out with their kid and not doing the duties that the title requires.

Reflections contest only had 1 entry from one grade. We believe that the theme was confusing for the kids to grasp and participate. Discussion was made to extend the due date in order to bring in more entries to which we can only extend dance/literature and music to Nov. 8/9th. Krissy suggested more advertising and Jessica suggests sending a 1/2 sheet home.

Debra updated us on Holiday lights at the Beach: we are getting 200 vouchers, starts on Nov. 18th and ends on Jan. 1st. It will be a \$20 ticket per vehicle (where we get to keep \$5 of each sale) which is typically \$25 weekdays and \$30 on weekends. Jessica suggests sending info home the week of November 14th and the proceeds can go to 5th grade promotion.

Jessica inquired if 5th grade promotion had its own bank account, Melissa informed us that we only had one account for everything but it did have its own email address and budget line.

Jessica asked if we would need a Snowflake Saturday committee to which we agreed that the PTA board would just be its committee. Stephanie informed us that Santa has been booked and asked if any of us had any friends who did photography and would take the pictures for exposure or she had a friend who would do it for free. She also went into detail about what a breakfast from IHOP cost us in 2019 (which was a fundraiser for 5th grade promotion) and how it would cost more now and what we would have to charge

wouldn't be worth it in the end. It was suggested we could still food truck vendors and offer free coffee/tea/hot chocolate and pastries until they run out. It was asked if the vendors could set up the night before on Friday, Dec. 9th, Matt assured us that it should be fine, would just need someone there, which there usually is nighttime staff still in building. We all agreed to change the time of the event to 9am-12pm, Jessica said she would change the banner but we needed a new one anyway. Mrs. Metz inquired about proceeding with her performance at 10am to which we agreed that would be fine. Debra will start soliciting for items from local businesses to raffle. Our budget for Snowflake Saturday is currently \$2,300. We were informed that the balloon guy from last year has increased his prices and it would be \$405 for 4 & 1/2 hours and we were reminded that we had discussed having 2 balloon people due to the lines, we all agreed but maybe get a cut on costs since we won't be using them for that long duration of time. We also need a charity to host and collect donations for, Jessica is looking for suggestions to which you can contact her by email.

Jessica brought up Bingo Night, she would like to hold 2 events, one in day and one in the evening.

Matt brought up January's Final Mile and February's Heart Challenge to which Jessica suggested that we hold the bingo night in late February/early March.

We discussed hosting another 5th Grade Promotion fundraiser and we discussed using the 5th grade ornament as one. Stephanie suggested using the company we used for our spirit wear since she researched it and saw that they do and will look more into it.

Spirit Wear update: we earned a \$580 profit on its initial run, there were only two issues and the customers were very pleased with the correction.

Stephanie assured us that she and Mrs. Wuesthoff were working on finalizing the "Favorite Things" on the PTA website but they are still missing a lot of stuff, she requested we resend and Matt said he will put it in the newsletter.

Wolf Bowl will be held Wednesday, Nov. 23rd and PTA will provide the popcorn for the spectators. (Average of about 700 kids) Melissa informed us that there was not a budget line item for the Wolf Bowl but will add one with \$400 budget and we could use the spirit wear money to purchase the popcorn to which all members in attendance agreed.

Tiffany informed us that at this time there is no staff questions and concerns, only positive feedback on the Country Fair to which the staff appreciated and thanked us.

Next Meeting

General Meeting, Thursday, Nov. 17th 5:30pm-6pm at Three Oaks

Watchdog interests can come

PTA board meeting to follow at 6pm-7:30pm

Meeting adjourned 7:30pm