

In attendance: Theresa Herman, Theresa Hugunin, Estelle Esparza, Christl Honiball, Becca Craig, Amber Oakes, Devri Quintana

1. Treasurer's report – Estelle is AMAZING! Thank you for your hard work!
 - School calendar year is June to July must be filed by each November
 - Can lose tax exception, non-profit status, if we haven't filed in 3 years but we should be ok because filing 2015 asap, 2016 about half way through and 2017 books are caught up for most part just missing many receipts.
Action item: Try to find out if any on line receipts or if teachers/staff can fill in gaps
 - July 2014- June 2015 was last taxes that were filed September 24, 2016
 - Can file July 1 2015- through June 16—it's ready
 - Last notice shows 2015 and 2016 taxes
 - CPA Jeff will prepare and submit 990N for \$200 each year. Probably better to have him do since we are late with them
 - Has about 6 months into 2016
 - Caught up on 2017 but missing a lot of receipts.
 - When deposits and withdrawals are being made nothing is being explained
Action Item: Create a protocol for deposits and withdrawals
 - Estelle has cards, but no statements, only through December 31 from Amy. Sounds like Scott is still receiving them because he forwarded to someone who forwarded to Estelle.
Action item: Remove old officers from bank and make sure only current officers on file receiving info.
 - Has only paper copies.
Action Item: Theresa Herman --- Would like us to scan receipts into a school repository.
 - PTO board Approved purchase of Money Minder, which is book keeping software that many other PTOs use. Charged to card.
 - Thanksgiving festival—should have been out of PTO but looks like it came out of sustaining fund?
Action Item: Need to establish a protocol for charges.

Sustaining - extra funds to support teacher stuff, books...

2. Conference software for parents to attend while at work to keep parents.
3. Sweetheart Dance 6-8 \$10 per person, \$15 at door, need to have tickets bought by Wednesday, Feb 7.
Action Item: Check with Becca for permission slip for 6th-8th graders to attend the dance.
 - Music- Massimo is checking his schedule
 - Coco--- Becca talked to her and she is going to do a boy and girl backdrop
 - Lisa is doing photos per Theresa
 - Clean up - Christl, Devri, Theresa Herman
 - Two parents dishing out food

- Voted Sheet Cake due to cost and get more (Cupcakes 30 \$40)
- Cans coke, sprite, diet and Ice
- 30-35 servings per pan of spaghetti + salad+ bread
- Big Igloos for Water
- Souvenirs -- \$8 for tablecloths--- Amber will check receipt for candies
Amber has souvenirs--- update a preorder form, removing pictures, mugs, glow sticks
will have a roster at the dance
- 50/50 1 ticket \$2, 5 for \$10, 12 for \$20, 20 for \$30

Action Item: Amber- has Valentine theme laser light Theresa Hugunin will bring extension cord

- Set up: day before
- Decorations by January 31, 2018

4) Christl sending box tops email to go out need to be in by end of February 28.

3) Status of Book It

- K-1 getting Wendy's free meal for reading 20 minutes

4) Garden Club- Ms. Fisher

Action Item to get with Ms. Fisher on status of garden club and earth day idea

- Earth Day – April 22—Tree--- Estelle said costs depends on tree size/type go to broker, get wholesale

5) Family Game Night

- Friday March 2, Bring your own game and a snack to share

6) PTO corporation status has been reinstated. Annual report filed.

7) Theresa/Theresa met with Doug

- Positive
- On board to get new families will start advertising
 - Host families--- if we know any parents who are going to be here next year that want to be ambassadors --wording on brochures.
 - Softball- good idea – may do next year
 - Grant writing – send all call to parents to see if anyone has experience
 - Spirit days for next year—all school, use name of school, mascot, colors!

Committee Members – Maybe try to get 2-3 people for committee members, one that would lead—
Sweetheart dance- coordinate details, etc.

8) Gala

- Estelle will have check by Friday \$200 for DC Bar and Grill deposit. Devri will drop off check to Tim and start working out details of menu. Speak easy- password at door – sounds like it would be fun
- Christl DJ booked
- Becca will send list of business she is mailing letters to
- Devri provided Sample save the date--- maybe start sending out once the sweetheart dance is over so parents aren't overwhelmed

9) Scrip Program once get taxes in place—gift cards that are purchased for everyday places people go—grocery stores, restaurants, etc.

Next meeting Monday, Feb 26 3:30 pm