

## PTO Committee Update Meeting

Wednesday, January 17, 2018

In attendance: Theresa Herman (Phone), Theresa Hugunin, Christl Honiball, Devri Quintana, Becca Craig, Amber Oakes, Ms. Britta, (Shannon Lorange – came but we let her know it was an update meeting and not official so we sent her home!)

### Updates:

1. PTO Funds: Sustaining Fund \$3400, in the other fund \$6400 the school can use
  - a. Need to raise funds--- Theresa Herman - Needs IRS letter to set up account for the weekly fundraiser– Scrip.  
**Action Item: Theresa Herman will email Becca for it**
2. Meeting with Doug Pike will go over next week on 1/24/18, 3:30 pm. Will be busy meeting a lot to do so plan on it being longer. – Wants to add more pto board positions by March.
3. Sweetheart Dance
  - A) Food
    - Hills- \$3 per person salad pasta, salad, Christl – no other place is going to be as low and it is across the street. Each pan feeds about 30  
**Action Item: Christl will order food**
    - Sam’s 1) cupcake cake ----get estimate 60 cupcake cake – ½ choc, ½ vanilla, decorated valentines 2) Soda cans- coke, diet, sprite  
**Action Item: Theresa Herman will get estimates for desert and soda**
  - B) Flier- Estelle did fabulous job on save the date flier. Send the added details for the official invite flier to go out next week \$10 per person in advance, \$15 per person at the door, includes spaghetti dinner, salad, bread, drink, DJ, 6-8 pm, bring extra \$ for photo souvenirs (to encourage middle schoolers to go- should we just call it Sweetheart Dance, (Moms, Dads, Grandpas, Grandpas, Students, Friends) or maybe Ms. Lorange can offer extra credit if the middle schoolers go????  
**Action Item: Estelle if you are ok with it since you did a great job on the save the date flier,, if you would please create Dance flier with details.**
  - C) Photographer--- Lisa Ristuccia will do photography confirmed by Amber
  - D) DJ Massimo  
**Action Item: Becca will call him to see if he wants to do for volunteer hours**
  - E) Coco- one back drop for boys/moms and one for girls/dads  
**Action Item: Devri will email Coco to confirm.**
  - F) Souvenirs – Amber presented ideas of things she did last year that she sold at the dance that netted approximately \$200-  
Glowsticks \$1 come 4 in a pack, sell \$1 each  
Lanyards \$1 come 2 in a pack, sell \$2 each  
Wands 4 to a pack, sell \$1 each  
Keepsake box candy and glowstick bracelet \$3 No  
4X6 frame \$2 ,Gold Frames / \$3, Bigger \$5

Sweet hearts candy 4 for a dollar- giveaway

Photomugs \$12 small, \$15 large

- Committee voted to do the souvenirs that we don't have to buy in advance like the picture frames and mugs. Lanyards are glowsticks ok. No on the keepsake boxes- although they were cute, we don't want to be stuck with the items after valentine's day

Action Item: Becca will set up display of sample sweetheart souvenirs at front desk.

Action Item: Amber will create a flier/order sheet for the souvenir items to generate some preorders.

G) Decorations

Red vases, red mason jars, lanterns, tons of the silky scarves in red and pink, White Christmas lights, Amber picked up 8 tablecloths- red and pink

Action Item: Theresa Hongunin will check to make sure the battery votives work while she is helping during lunch break

Action Item: Any additional decorations in by January 31

Action Item: Set up for Dance Thursday Feb 8 after school

Action Item: Amber will purchase from Dollar store glowsticks /lanyards and sweetheart candies once we have an idea of the presales so we don't overbuy.

H) Fifty/Fifty Raffle

Action Item: Make sure there is a jar and tickets for the raffle

I) Misc

- Theresa Hugunin suggested Carnations for the table, and maybe each parent could give one to each student at end of dance
- Canned food drive was suggested to reduce ticket price, but later suggested that we do it separate from the dance, make it like a classroom contest for a prize.

4. Gala Donation letter—make minor corrections, have PTO officers sign

Action Item: Becca will run off copies and send out mailings for the businesses she has labels/list of.

**THANK YOU MS. BECCA AND MS. BRITT FOR CLEANING THE KITCHEN! YOU ROCK!**