

PTO Meeting Minutes
December 5, 2016

The meeting was called to order at 6:37 pm.

Members in Attendance: Kate Schoellhorn, Holly Seher, Mike Lueke, Stephanie Minor, Tara Jenney, Ann Marie Guntli, Aubrey Bauer, Janet Kinder-Wilcox, Ellen Kunkelmann, Amanda Quinn

Guests in Attendance: Mary Regan

Not in Attendance: Michel Wendell

Kate opened the meeting with a prayer, and briefly discussed the plan for the meeting.

Secretary: No report.

Treasurer: Mike reported that there is close to \$18,000 in our account. This includes the \$6000 contribution for the math curriculum, the \$1500 payment for Adventure in a Tree, and \$2400 for the teacher gift/startup funds. This also includes nearly \$9,000 deposit from Trivia Night and \$1600 for the Holiday Boutique. The balance reflects a \$1600 increase over this time last year. Mike asked that we confirm that we have no additional amount due for Adventure in a Tree for future planning purposes.

Hospitality: Family Trivia is slated for February 3rd. Ann Marie will have a planning meeting in December, and possibly a follow up meeting in January. She has extended an invitation to all who attended the open meeting. The budget for the event is set for \$600, which includes entertainment, pizza, printing, and any additional costs.

Ann Marie ordered pretzels for Halloween parties (approximate cost of \$40), and will do so again for Christmas parties.

There is a plan to meet with Michel regarding Grandparents' Day, which may have a slightly different format this year. Rather than

Mass, doughnuts, and classroom visits, there may be lunch and some type of performance.

Ann Marie is still working to build a network of volunteers. A spirited discussion of how to do this followed. Suggestions included pizza and beer after an event to encourage people to stay afterward to clean up, or hosting a lunch or breakfast honoring volunteers. There was also talk of an amount and/or time limit that families should volunteer. Should a buyout be offered? Should families (and subs) receive a certain amount per hour? Should the school keep the money if a volunteer doesn't show? To be continued...

Event Fundraising: Janet talked about Trivia Night. Although the overall money raised was down from last year (less tables sold/attendees), more money was spent per person. There were a number of conflicts with our date this year...other trivia nights, along with weddings, travel, etc. Janet noted that they raised a similar amount from sponsorships and auction items, and that the "double down" feature was a hit. She and Chad saved money on copies, score sheets, and cleanup costs.

As far as changes go, Janet and Chad are open to ideas (themes were proposed). A possible date change was mentioned, but Janet cautioned that it would need to be advertised well in advance (as in this spring). Holly recently attended a trivia night and took copious notes, which she will share at a separate meeting with Janet and/or Chad.

Kate talked about the Holiday Boutique. Three tables didn't show, but the profit amount was similar due to an increase in registration fees. Kate will send survey to vendors, but was pleased with the mix of 'crafters and sellers'. Kate hopes to have a few more tables next year.

Stephanie talked about the Chili Cook-Off. The event went well in its initial year, but there are already ideas to improve it. Entrants

will not need to submit two crock pots next year, but the crock pot they provide will need to be a large one. The hot dogs went over well, and asking for donations of cheese, crackers, hot dogs, buns, etc. was effective. Possible improvements include using smaller tasting cups (and not reusing them), using individual bags of corn chips, having 'to go' containers, and simplifying the voting process. There was an issue with temperature taking, and Bridgette Fyvie and Stephanie put Ileana in charge of that. Between \$600 and \$800 was raised.

Non-Event Fundraising: The first Bread Co Spirit Night made \$345, and our Cecil's days netted \$280. Cecil's is very easy to work with, so Ellen would like to do another event with them soon. The next Bread Co date is January 19th. This procedure is now online, and we are generally available to pick the date. We'd like to keep any additional 'Spirit Nights' local...in the community or neighborhood if possible.

Ellen reports that the Entertainment Books netted roughly the same amount as last year. We were able to sell the minimum amount to ensure that we'd receive 50% profit. We received \$1160 in donations, and the number of families that participated was equal to previous years. Ellen suggested that we not give families the "not at this time" option next year, but is also open to lowering the suggested donation amount.

Disney tickets...3 were sold at Holiday Boutique. Holly printed 500, and they are being sold for \$20 apiece. The tickets are numbered, and have a side for information to be completed and turned in to the seller. The other side will be given to the buyer as a stub. A flyer will be created to promote sales, which will eventually take place after Masses. Amanda will keep some in the office as well, and Holly may look to the Grand Raffle for inspiration to organize sales. Online sales were also discussed. The winning ticket will be drawn at Family Trivia.

Shark Shoppe: Tara talked about the Advent calendars. She and Ellen ordered 20 sticker calendars and 96 that featured chocolate, and sold them for \$5 each. At meeting time all 20 sticker calendars

had been sold, and 23 chocolate calendars remained. To date, nearly \$200 profit has been made. Any unsold calendars can be saved until next year, and Tara and Ellen plan to order more sticker calendars.

Tara's sales at the Holiday Boutique were steady, but she had hoped for more fleece orders. She has submitted \$655 to Mike. She tried the Cyber Monday sale, but did not promote it in advance (she may do so next year). The headbands are in and she has a stock, as it was found that ordering piecemeal was not effective and resulted in a significant wait time.

Meet the Masters: Ellen is working on volunteers. The Mondrian preparation is time-consuming. As the program continues to grow, additional parent involvement will be key. Individual teachers approach the projects differently, and timeline varies by class. There is also a plan to make more copies of the DVDs, and Holly has found a site that would allow us to create merchandise Meet the Masters projects (to sell).

Parent/Teacher: Stephanie is planning a lunch at/from the Stellar Hog for Catholic Schools Week. The PTO will give a gift of the SSP drawing (by Mrs. Schoellhorn) to the teachers, along with an ACE gift certificate. Mike said that last year \$1089 was spent for lunch and gifts. Stephanie plans to do breakfasts and coffee bar during the mornings of CSW. Holly has folios that could be used for a gift next year. Amanda will follow up about Animal Tales.

Communication/PR: Holly will print note cards. Please share Disney raffle on Facebook, and Holly will send to Mary for parish site.

Principal: Michel had to attend a Notre Dame Board meeting. SSP did not receive the technology grant for Surface Pros. Technology continues to be a big need for the school, and perhaps this need could be used to promote fundraisers such as the Disney tickets. Ideas were presented about contacting businesses to make contributions toward technology upgrades (which they could use as

a tax write-off). It was also suggested that we give very specific amounts for what the money will be used for (i.e., x amount for a cart, x amount for internet upgrades, x amount for computers, etc.). Perhaps a technology task force would be helpful.

Rectory: ACE cards needed for Christmas or early January must be ordered by the 18th of December. No orders placed 12/25 or 1/1. The church will be decorated on the 23rd, and volunteers are welcome. No internet in rectory due to renovations. Boiler issues have been resolved.

A brief open discussion followed....