

Brinnon Parent Teacher Organization

2018-2019 School Year

President: Vacant * Vice President: Brittany Murray * Treasurers: Sara Gearhart & Liz Gilbert * Secretary: Alicia Simmons

PTO Meeting Minutes, Thursday, January 10, 2019

Call to Order by: Britney Edwards at 3:35pm

Attending: Heidi Budnek, Trish Beathard, Brittany Murray, Britney Edwards, Lisa Johnston, Liz Gilbert, Sara Gearhart and Alicia Simmons.

Review of Minutes from Previous Meeting:

Minutes not available for review.

Principal's Report (Trish):

- Joanne's pick up available, one pick up
- Open gym? Sara
- We need to schedule an auction meeting soon.
- Maybe new one hour long insurance bill counseling
- WRC will have an event 25-26-27
- New staff room updates scheduled for Feb 2 & 3
- Repairs around school in full swing
- Parking behind portables is still in question

President's Report (Britney):

- Britney Edwards is resigning as of today, January 10, 2019. The president position will remain vacant.

Treasurers' Report (Sara & Liz):

2017-2018 provided for information to be included in the 2018/19 budget.

2018-2019 Budget Report submitted.

Vice President's Report (Brittany):

None submitted.

Committee Reports:

Vendor Fair – event was on Saturday, December 15 from 10am-2pm.

See the Treasurers' report for money earned from baked goods, raffle, Santa shop, wreaths, gift wrap and vendor fees.

Winter Program Santa Visit was Thursday, December 21, 2018 after the Winter Program

- Gift card holders, gift bags and candy has been purchased for 2019

Kitchen Committee (Liz)

With much collaboration with Nicole, Liz was able to complete a food permit for 2019 including possible food to be sold. A food permit for prepackaged foods is \$143. We are opting for the cook anything permit which will be \$191 for the 2019 calendar year.

Fundraising:

World's Finest Chocolate sales – still in progress.

Marketing:

We are currently using the BSD website, FB updates, Meet the Teacher, Open house (and other school events), Newsletter, Brinnon Crier, The Bugle, flyers around town and email updates to communicate with parents and the community. We are looking for any additional ideas or suggestions.

Upcoming Events:

On-Site Enrichments - Brittany is researching more possibilities.

After School Clubs –

Choir Amie had back surgery and will resume classes in February. She is looking for an assistant. Britney will be stepping down from helping.

Movie Makers the second session will begin January 15. She has decided to only take 8 students this session.

4-H no update

Teacher Appreciation –

Coffee Bar was set up on January 7 for the return from winter break.

Annual Art/Talent Show and Auction

- Scheduled for March 22.
- Britney, Brittany and Trish will meet early next week to discuss the sponsorship letter.
- Need to be sure whatever is promised in the sponsorship letter is doable and done.
- Procurement letters need to go out ASAP. Alicia has a copy of the master list.
- Marketing ideas needed. Postcard mailers were suggested, they are 17 cents to mail.
- Britney will head up donation procurement this year, but only in a training capacity. Brittany Murray will work with her and collaborate with the school.

Motions:

- Motion by Alicia Simmons for Liz Gilbert to join the PTO Board as co-treasurer and also a signer on the checking account. Motion seconded. All in favor.

Announcements/Open Floor:

- Need to send PTO Board Meeting Minutes to Donna to be updated on the school website. (Alicia will do this.)
- Sara wants there to be child care available for board meetings and events. Past attempt discussion was had.
- PO Box 46 is available. It would save us \$17 a year to switch. Switching was voted unanimously.

Next PTO Meeting:

Thursday, March 14 at 3:30pm .

Meeting adjourned 4:35pm

Minutes submitted by: Alicia Simmons, secretary 1/11/19