

**Manhattan Middle PTO  
Board Meeting Minutes  
Date: 10/18/2012**



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**Attendance: Suzanne Lee, Jennipher Murphy, Barb Hoyt, Trina Faatz**

**I. Welcome**

- a. Suzanne started the meeting at 6:39p.m. and welcomed everyone.

**II. Principal Report**

- a. Robbyn was sick so Suzanne is giving the principal report. Open Enrollment is coming up in November. In the past, some of the parents have volunteered to host party for the new incoming parents which has been well attended. She wants to find out if anyone is interested in hosting for this year? Jennipher asked how the PTO could get the word out. Suzanne said she had it last year and hosted a party with wine and cheese. This year, there is a wait list. Is it still necessary? Suzanne will send an email to PTO parents to ask if anyone has an incoming 6<sup>th</sup> grader and would be willing to host.

**III. Events**

**a. Walk to School**

- i. Suzanne reported that it was successful. Rebeka and Chris teamed up to oversee.

**b. Vision and Hearing**

- i. Suzanne reported that it was successful. Plenty of volunteers showed up to help out. She mentioned that she came the morning of and the office staff was concerned that there were no snacks for volunteers. Suzanne had to run to Safeway. Suzanne said that the PTO had decided that there were not going to be snacks provided this year. The PTO will need to have clear communication with all parties involved for next year.

**c. Conferences**

- i. Suzanne reported that it was successful. The meals were great. There was plenty of food and food left over. Kristin facilitated both nights. People were there to both set-up and break down. Suzanne said that for next year it would be great if we could make contact with the Latino community to facilitate food donations but this year there was no avenue for communicating. The office said the best way is to send a letter so the PTO will need to plan ahead. Suzanne will talk with the interpreter to see if she can help. The food trucks were there from

Ablaze out of Longmont. The first night was slow but they wanted to come back. Suzanne will follow up to find out if it was successful for them.

**d. Magic Phoenix**

- i. No Report.

**IV. Treasurer Report**

- a. Barb gave the report. So far we have \$1200 online and \$3900 in checks for Magic Phoenix. Barb would like a different volunteer to enter the funds. Suzanne said she has someone in mind and will contact. Barb said donations tend to come in more at the end of the month and we are 1/5 of the way. Barb asked about the parking lot and if there were volunteers who would be getting donations from parents dropping off their kids. Suzanne said yes, this is scheduled on the 24<sup>th</sup> which is a Wednesday and the 25<sup>th</sup> which is a Thursday. No volunteers have been assigned at this time. Barb said she could do Wednesday. Trina asked if the PTO is set-up to take credit cards and Barb said on the website only. Barb suggested handing out our business card and have people go directly to the website but to keep in mind that PayPal charges a % for each charge. Trina asked if there was a way to earmark the funds for specific teachers when paying through PayPal. Jennipher will put an email address link so people can send us an email that specifies earmark funds.

**V. Committee Reports**

**a. Volunteers**

- i. No report.

**b. School Store**

- i. Not report.

**c. Fundraising**

- i. No report.

**d. Community Dinner**

- i. Suzanne gave report. Tomorrow night is the Twirl Movie Party. Suzanne met with them. They will be donating \$1 back per yogurt and \$2 back for a meal ordered. For an extra incentive they are offering a "Pay with LevelUp". It is an app for smartphones that people sign up for. If people download the app onto their phone it will give the person a \$10 credit to Twirl. If the person enters the special code they will make an extra \$5. How is this done? Suzanne said that LevelUp doesn't spend \$\$ on marketing so they are putting that money back into each person. It was decided that people will need to be educated and assisted on how this app works so volunteers will need to be on-site to help facilitate.
- ii. Trina asked about the Safeway card? She said that at her old school they gave one to new families and made a lot of money. Jennipher said that would be a

good topic for the Fundraising Committee to discuss and report back to the board.

- iii. Suzanne reported that KT BBQ is the next community dinner which the wrestling club is going to host and promote. Daphne's is another one that Chris set-up for No Place for Hate, an anti-defamation group. November 6<sup>th</sup>. Twisted Pine is hosting one for Tall Ships. Brooke Smith is going to design t-shirts. Suzanne said you can sit or stand and the atmosphere is very casual.

**e. Technology**

- i. No report.

**f. Hospitality**

- i. No report.

**g. Vision and Hearing**

- i. Refer to events

**h. Winter Social**

- i. No report

**i. Book Fair**

- i. Suzanne gave report. Barb asked the PTO to upload a sign-up for teacher books. Jennipher created one in Google Docs.

**j. PEN**

- i. Trina gave a report. PEN is not sure how many people are going to attend but are expecting approximately 500. Robbyn is planning on having kids make signs that say registration with a Pay Here sign. PEN would like help with volunteers. The 360 kids will be greeters and 3 people from the PEN organization will be volunteering. They need 5-6 more people; 2 people to collect money and 4 people to do registration. Checks will be made out to PEN. Suzanne said the PTO could make a Google doc for volunteer sign-up. Jennipher will make one. Volunteers will need to be at the school by 5:45. Possibly send out the pdf? Jennipher will add the link and pdf to website.

**VI. Comments/New Business**

- a. Suzanne said she asked both Sammy and Rebeka to help figure out the protocols for funding requests because the two of them have done before. They will be coming up with a plan on how to funnel requests. For example, what if the PTO has someone with a larger request than others or the PTO does not have enough funds to cover all of the requests? The plan needs to be set in writing. Trina asked if the PTO carries over funds. Yes. She suggested that maybe the PTO could start a marquee fund that is on-going with the left over funds.
- b. Jennipher suggested that the community dinner flyers be posted on the website for easy access so that parents can print them directly off the web.
- c. Jennipher mentioned that the Lyons Elementary made \$28,000 on a jog-a thon. Might be good for the Fundraising Committee to look into.

- d. Barb asks about the arts festival. Do we have one this year? Performances, dance and visual art which the PTO supports each year. Suzanne will talk with Robbyn to find out.
- e. It was brought up that the November 8<sup>th</sup> board meeting is at the same time as the PEN event and needs to be rescheduled. It was decided to try and keep it simple by replacing the November 7<sup>th</sup> working meeting with the board meeting. Suzanne will make changes to the calendar.
- f. Barb suggested that it would be nice to put a “give us your feedback” on the website. Jennipher will look into.
- g. Suzanne suggested that Allison include the PTO address on every email.
- h. The car campaign (magic phoenix) still needs volunteers. Rebeka said she would do the coffee to be handed out to the cars. Jennipher will do a Google Docs sign-up sheet.

## **VII. To Do**

- A. Suzanne will send an email to PTO parents to ask if anyone has an incoming 6<sup>th</sup> grader to host a party.
- B. Suzanne will talk with the Spanish interpreter to see if they can help connect the Latino community.
- C. Suzanne will follow-up with Ablaze.
- D. Jennipher will post an email link next to Magic Phoenix donate.
- E. Jennipher will make a Google Doc for PEN volunteers.
- F. Jennipher will add the link and pdf of PEN event to website.
- G. Sammy and Rebeka will figure out donation protocols.
- H. Jennipher will post the community dinner flyers.
- I. Suzanne will talk with Robbyn about the arts festival.
- J. Suzanne will make changes to the calendar regarding the 8<sup>th</sup> board meeting.
- K. Jennipher will look into the feedback option.
- L. Suzanne will ask Allison to include the PTO address on all emails.
- M. Jennipher will create a Google Doc sign-up sheet for the car campaign.