

PTO Meeting Minutes  
Nov. 1, 2016

**Present:** Jen Becker, Lisa Beeman, Briana McCarthy, Kari Sanborn, Laurie Valley, Karen Strandt-Conroy, Nikki Lutzke, Mary Paul, Darla Grenawalt, Teri Moriva, Amber Bennett, Karissa Wendt

Meeting called to order at 6:03pm by President Teri Moriva.

Secretary Briana read the minutes of the Oct. meeting. Approved by Amber Bennett, seconded by Mary Paul.

Treasurer Kari Sanborn read the financial report. Approved by Briana McCarthy, seconded by Lisa Beeman.

**Corporate sponsors:** Boxtops: \$365.40 was sent in. \$585.40 pending (already submitted.) We need to change or obtain our school password and/or account #.

**Spirit wear:** Submitted the order of about 160 items. Orders are still coming in. Should be arriving in the next week or so.

**Yearbook:** Teri is always looking for pictures for the yearbook. Parents can submit pictures. Contact Teri Moriva for more information. We have some pictures from the 1st day of school and Spirit Week, but we can use more. FYI: All submitted pictures will be considered for the yearbook, but all may not be used.

**Christmas Store:** We don't have a space to hold it this year due to all classrooms being occupied. We are considering a "Drop and Shop" event instead. The possible date is Dec. 17.

**Drop and Shop:** It would be an event where parents could sign up and pay to drop off their kids for a few hours. The parents/guardians would then have some free time before the holidays.

After some discussion, we decided that it would be best to keep the event to kids ages 3 through. We just don't have the resources to accommodate children under 3.

Price per child was discussed, but not finalized. We need to get prices for supplies before we commit to a fees. It would likely be higher for the first child and give price breaks for additional children.

The budget for this event is about \$1,000. We are looking to make about \$1,000 profit to make up for the fact that we aren't doing the Christmas Store.

**Trunk or Treat update:** It was a good turnout. We make about \$1,500. We were short on volunteers, but we appreciate EVERYONE who donated time, money, raffle items, food, and everything else. We had about \$450 donated by Corporate Sponsors.

Comments and suggestions for next year:

Space the cars out more so it takes longer for the kids to go around.

Have grade level teachers do a car. Maybe have a theme?

Have the ambulance at the end of sequence, due to bright lights.

Have High school clubs/band/sports teams have a car.

Being that it was a community event, invite local businesses/library/organization have a car.

Make sure people know that they cannot drive/park in the designated trunk or treat area.

Put the pictures on the Orfordville Facebook page (helps advertise community businesses).

A parent had offered to donate chicken soup and brats and fixings for the Trunk or Treat. We will consider changing the menu next year.  
The caramel apple bar was new and fun.  
People seemed to like the vendors.  
Comments that we could have more games in the gym.  
We could serve the food in the cafeteria, instead of in the kitchen are for more visibility and ease of serving.  
Start serving food as soon as the doors open.

**Parent-Teacher Conference Food:** The PTO will be providing the Thursday Nov. 12th meat. The meal will be chili and baked potatoes with fixings. Meat for the chili was donated and obtained by Andrea Aasen. It was suggested that we use the volunteer binder to find people to donate the other food items.

Lori and Lisa are going to get the food from Andrea and make the chili. Kari and Briana will heat the food on the day of.

Fall Fundraiser: We will be selling Decatur Dairy cheese. The order will go out before Thanksgiving so that students can sell to family and friends over the Thanksgiving break. The plan is to have the orders in by Dec. 11. Then the cheese will be delivered and need to be picked up Dec. 16 or 17. This cheese fundraiser has been done by other groups in the past and was hugely successful. The following decisions were made:

To sell all varieties offered.

To sell all 1lb. blocks for \$6, except for 3 higher end cheese that will be \$7. Curds: \$7.

Pick up: There is no cold storage available at the school, so cheese absolutely have to be picked up on the day it is delivered.

**501(c)(3):** The PTO should consider filing for a 501(c)(3) status. The IRS expects any PTO who regularly raises at least \$5,000 to file this. We need to incorporate before starting this application. If we do this, we have access to many more corporate donations. Teri feels that we need to do this. We will revisit this issue at the next meeting.

**School Supply Fund Raiser:** There are a few options, EPI & School Kids Works and Staples. Both sound like good programs. There are options of having the orders shipped in bulk or, for an extra charge, have it sorted by the company.

**Applebees:** We have talked about doing a fundraiser with this company in the past. It needs to be scheduled far in advance. We will look into it.

Motion to adjourn the meeting was made by Teri Moriva, seconded by Nikki Lutzke. Meeting adjourned at 7:14pm.