

MINUTES OF BROADWAY ELEMENTARY PTO (“PTO”) BOARD MEETING

MINUTES of the **PTO Meeting** held at Broadway PTO room on the 25th day of January 2018.

There were 9 members of the PTO Board Members present and Mrs. Conley.

Parliamentarian, Kim Erbele, formally called the meeting to order at 11:21 a.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on December 13, 2017. Minutes approved.

PRESIDENT REPORT:

Hurricane Harvey Assistance:

- Collected and redistributed approximately \$20K to community needs as a result of Harvey fundraising efforts. Huge success. Discussed doing gift drive next year for Christmas for any Broadway families needing assistance.

TREASURER's REPORT:

- Budget update

PROGRAMS REPORT:

- Father Daughter Dance
 - Boots & Bling will be on February 9th
 - Decorations will be fantastic!
 - Corn dogs & Cotton Candy, Glitter Booth, Photo Booth and Games
 - Ticket sale link to go in bulletin Friday
- Teacher Appreciation
 - Feb will be 2nd grade. “Souper teacher” soup theme
 - March 3rd grade. Picnic theme
- Field Day
 - Theme will be Broadway Wacky Olympics
 - Susanne McLeod will be helping to lead up all games
 - Tina to help on theme logo
 - Discussed with Mrs. Conley on spreading out across 3 days and getting more time in for each grade.
 - Teachers to provide several chaperones by class that would rotate with several kids through each station and help run the station as they play it.
 - Meeting to be set up with Mrs. Conley, Mrs. Mays and Susanne McLeod

FUNDRAISING :

- Direct Donation Campaign
 - February 20 - March 9th
 - Will make donation link live now.
 - February 20th will send out updated letters
 - Business follow up from the fall
 - Have individual incentives and grade level (Neon Fun Run held on March 23rd)
- Carnival:
 - April 21st date of event
 - Food trucks to get booked and moving them this year by the outdoor classroom
 - Vendors will be moved closer to the back of the building
 - Will begin working on silent auction donations
 - Will be doing a 50 / 50 raffle ticket sale and contest.

COMMUNICATIONS REPORT:

- Directory
 - Only 100 families have registered to date. Will send one last call and then issue. Can download and will have Wendy send out
- Yearbook
 - Have ordered 450: Sold 189 to date.
 - Feb 2nd is when the exact no we want to order needs to be submitted
 - Dedications are due March 9th
 - All our layout etc is due March 26th

OTHER:

- Outdoor Classroom Ribbon Cutting
 - Trying to have Mrs. Broadway attend
 - Will have picture done for yearbook

Meeting was adjourned at 12:45 p.m. by Parliamentarian Kim Erbele.

Meeting Minutes were compiled by Jennifer Fields, Broadway PTO Secretary.