

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

MINUTES of the **PTO Meeting** held at Broadway Elementary PTO room on the 23rd day of August, 2017.

There were 10 members of the PTO Board Members present.

Parliamentarian, Kim Erbele, formally called the meeting to order at 11:07 a.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on June 14, 2017. Minutes approved.

School Supply Update:

- All supplies have been handed out. There have been no complaints or issues regarding missing supplies at this point.
- We have 2 extra boxes of supplies in the PTO room most likely belonging to kids that have withdrawn from Broadway. Action is to send an email to contact those parents and give 30 days to pick up. If not, will check with grade level leads and see if they can be used by them.

Treasurer's Report:

- Budget discussed on a line by line basis.

Fundraising:

- Direct Donation Campaign:
 - Donations are currently being solicited from companies. Forms went home with kids this week and additional forms for the kick off will go home on Sept 5th.
 - Fun Run date is to be revisited. Looking at November 3rd. Grade that raises the most money runs in the Fun Run plus any individual that raises \$500 +
- Spring Carnival: Will be April 21st
- Square 1 Art: Moved to the spring. Will coincide with Mother's / Father's Day. Order deadline will be April 4th. Orders in April 27th. This will also give art teachers more time to work on the artwork.

Volunteers:

- Meet and Greet on 9/7 at 9:15
- Room Parent Grade Level Meeting 9/13 @ 9:15
- Currently only 5 out of 17 chair positions open.
- We will not be doing volunteer pto shirts this year as they are not free.

Programs:

- Need chair for Breakfast with Santa. Need to currently be working to book a santa.
- Mother / Son night looking at October 13
- Father / Daughter dance date February 9th.

- Fitness Friday with Dads. Checking into Inner Element Fitness doing these.
- Staff Appreciation. We are going to be doing these on a monthly basis.
 - Need to find someone to get donations each month and help set up etc.
 - Angela spoke with Harmony snow cone truck and discussed snowcones for the Sept. staff appreciation.
- Santa's Secret Shop. All members to bring their top5 best ideas of items for purchasing for sale. From either Amazon or Oriental Trading Co etc. Items range from 50 cents to \$5.

Communications:

- Direct campaign link to go live now
- To fix link to go directly to new PTO website and fix reminder pop up box
- If you have events, info etc that need posted email them
- Friday video post to facebook on hold. They are not yet being posted on twitter until photo releases are checked.
- Quarterly calendar events will be put on the PTO website.

School Spirit:

- All spirit night dates are set.
- Need to check on Urban Air date and see about rescheduling to Thurs the 11th
- Pappa John's - will keep the Dec date but need to look at changing the March date (due to holiday time frame)
- Pappa John's flyer will have online order code on it.

STAAR:

- Look at sign up genius for kids snacks in addition to the one we do for teachers.

MISC OTHER:

- PTO board shirts being designed
- All general board meetings will be at noon following the regular board meeting with the exception of approximately 2. These will be 6:30 pm meetings.

Next meeting will be held on Wednesday September 13th in the Broadway PTO room at 11:00 a.m.

Meeting was adjourned at 12:30p.m. by Parliamentarian Kim Erbele.

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