Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting – November 9th, 2018**

*Meeting called to order at 8:45am by Leigh-Anne Mateyka*

**Members and attendees present:**

Leigh-Anne Mateyka, President

Sheila Nikiforova

Emily Nelson, Hospitality

Glenda Ninikovich

Amanda Galindo

Martha Morris

Yari Kartzmark, Treasurer

Anne Tanaka, Membership/Parliamentarian

Jolene DiMaria, Pop n Hop/Teacher Lunch

Shannan Ohlson, VP

Andrea Ching

Stephanie Urrichio, Barnes & Noble

Suzie Minetree, Secretary

**Business**

**Leigh-Anne Mateyka – President’s Report**

* Vote to approve minutes from October 12th, 2018 meeting. Anne Tanaka made a motion to approve the minutes for the October meeting as submitted; motion was seconded by Yari Kartzmark, motion passed, and minutes approved.
* Trunk of Treat – The net profit is estimated to be approximately $3,500 this year, which is $1000 more than last year! Final expenses are being submitted so we will have a firm total by next meeting. Thank you to all of the wonderful volunteers who operated stations and those who provided trunks. The haunted house was a success and we plan to make it better each year.
* Skate Night – Huge success, thank you to all the volunteers. We sold 161 skate passes and made $966 for the Staton and $966 will be going to CNA. We are looking into a private skate night in Feb. (private skate nights will cost us $700 for two hours) allowing us to make even more off the event.
* We are looking into a Staton tablecloth/banner or flag that would be used at events and for promotional opportunities.
* We made a profit of $68.20 from snow cones. They will be back in the spring.
* Staton shirts are selling well; however, once these shirts are sold no more will be reordered. We mostly have adult sizes left. Once all current shirts are sold, we will discuss new shirts for the spring. Any future orders will include pre-order sales. In September at the first PTO meeting next year, we will try to include zip up lightweight jackets. We will work on planning out next years gear in the spring.
* Upcoming Events:
	+ Veteran’s Day – Nov 12th No School
	+ SOT meeting – Nov 13th @ 3:30pm. Everyone is welcome to attend. Kids sit outside in the pod together while the meeting is taking place.
	+ Coffee Bean coffee truck will be back next week on November 15th from 7:30-9:30. Each time it comes we make about $50-$60.
	+ Staton T-shirt Day – Friday Nov 16th. Wear your favorite Staton T-shirt to show school pride!
	+ Thanksgiving Break – Nov 19th- 23rd No School
	+ Barnes and Noble Night – Nov 28th 5:30-8pm.
	+ Parents Night Out – Dec 14th. Flyers have been sent out to save the date. More information to come.
	+ Teacher Luncheon – Dec 19th
* We are trying to document all the events this year. Many members who have hosted an event in the past have moved on and we have to figure things out on the fly. No need to reinvent the wheel. If you have previous knowledge of an event please share this information with those hosting this year. *We are always looking for members who would be interested in hosting an event in the future to shadow those who are currently running them.*
* ***If you are in charge of an event and ever need extra help***. Please use the emails that bring you the minutes or other event shout-outs, just copy and paste. You would be surprised how many people are willing to help.

**Yari – Treasurer**

* If you have any questions regarding the budget, please do not hesitate to ask Yari.
* Kristy Froehlich has purchased items for the holiday store, which reflects in the October budget.
* Raffle expenses are still coming in, but we sold just over $19,000 in raffle tickets!

**Stephanie Urrichio – Barnes and Noble Night**

* Barnes and Noble Night is November 28th from 5:30-8pm and is Grinch Themed. In previous years, we have made $1k-2k off the event.
* Currently a save the date flyer has been sent home with your child. Next week a full-page flyer will go out that will included all the details of the event.
* PTO will have a station set up within the store from opening till 8pm. Please sign up to man a station, shifts will be in 2hr blocks. These stations will provide gift-wrapping for customers as well handing out flyers to people who come in to shop at Barnes and Noble.
* The flyer that will be handed out will have a code that can be used in store or online from Wednesday Nov 28th – Monday Dec 3rd. Please encourage family and friends to use the code when purchasing gifts/books for the holidays. Staton teachers have made a wish list of books they would like for their classrooms; the full list will be available to see at the store.
* The choir and cheerleaders will be preforming, and Mrs. Tomlinson, Mr. Penny and Mrs. Doerpinghaus will be reading during story time. A teacher sign up was posted in the lounge to get them to volunteer at the art station, door greeting, and gift wrapping; kids love seeing their teachers at events.

**Emily Nelson – Hospitality**

* Teacher Holiday Lunch held December 19th. A sign up went around to bring in either a homemade crockpot soup or 2 dozen homemade cookies. If you plan on donating either please provide a list of ingredients as well as a small sign indicating what kind of soup or cookies where brought. Sides are welcomed but not required. Emily will be contacting all those who marked the box for the event during the membership drive. If you did not mark the box but would still like to participate, please contact Emily Nelson or a member of the PTO board. None homemade items are allowed, but it needs to come from a bakery or restaurant, no grocery store items please.

*Meeting ended @ 9:43am*