



Monday, July 14, 2025

Meeting Minutes

Called to Order: 7:03pm

Attendees: Liz, Christina, Staci, Amy-Lynn, Carly

Approval Items:

1. **Bylaws.** Motion to Approve: Amy-Lynn. Second: Carly
2. **Mission/Vision Statement.** Motion to Approve: Staci. Second: Amy-Lynn
3. **Conflict of Interest Policy.** Motion to Approve: Liz. Second: Carly
4. **School planners:** Planners ordered with Staci's help for the school using company: School Date Books. Cost is \$4571.53 (or \$4.27 per planner with shipping). The planners will arrive at the end of July or beginning of August. Motion to Approve expenditure: Christina. Second: Amy-Lynn

Discussion Items:

1. Events and calendar for the year:
 - a. For fundraisers, we can ask for a certain amount, but we can't ask for a certain amount with raffles (we can only give a suggested donation amount).
 - b. Spring Break: March 16th-20th
 - c. Teacher Appreciation: May 4th-8th
 - d. Fundraisers:
 - i. Booster-thon: (maybe end of Sept-TBD-depending on company availability)
 - ii. Bingo/Auction: March 6th
 - iii. 2 Book Fairs: October 17-24 combined with Trunk-or-Treat, February 5th-12th combined with Daddy/Daughter
 - iv. Parking Lot fundraiser in St. Augustine - TBD
 - e. Family Events:
 - i. Trunk-or-Treat: Oct 17th
 - ii. Daddy/daughter dance: Feb 6th
 - iii. Mother/son event: April 24th
 - iv. Skate Night (for middle schoolers) at Skate Station: January TBD
 - v. Grandparent or "Friend" event



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2. List of chair positions and discuss interested persons:
 - a. The Exec Committee can oversee certain events and areas unless we choose to have a Chairperson for different things.
 - b. Partners in Education: Laura Webster
 - c. Fundraising and Events:
 - i. Trunk-or-Treat: Stacy Williams-Cornell and TBD
 - ii. Bingo/Auction: 2 TBD
 - iii. Daddy/daughter:
 - iv. Mother/Son:
 - d. Middle School Events: Samantha Gagnon
 - i. Skate Night, etc.
 - e. Social Media: Jamie Ball
 - f. Website: Amy-Lynn Pelaez
 - g. Raven Rocks: Pesha Bluma
 - h. Book Fair: Chantel Koker and Staci Altman
 - i. PBIS: Brooke Farley
 - j. Room Parent Coordinator: Carling Achberger
 - k. Sunshine Cart or Snacknado (monthly): Stacy Williams-Cornell
 - l. Historian: Stacy Williams-Cornell
 - m. Educational Enrichment: Jamie Veale
3. Date for first Board PTO meeting (open to the public) in late August and April TBD.
4. Meet and Greet/Board Meeting for chair and board members: Thursday, July 31st 6-7pm at RiverHouse or River Cafe
5. Recurring meeting schedule: second Thursday of every month at 7pm. On Wednesdays, put in the WhatsApp chat if there's anything we need to discuss as an Exec Committee before Board Meetings on Thursdays. First Board meeting will be held on September 11th at 7pm.
6. Finances/update on incorporation/tax process and bank account:
 - a. Using Chase Bank for account due to location and convenience
 - b. Tax ID number has been received
 - c. Articles of Incorporation should be processed 7/15
 - d. Bank account set up right after Articles of Incorporation are received (hopefully Thurs 7/17)
7. Budget (supplies needed, see #7):



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- a. Need more information. We need to purchase: PTO ipads (about 2), cash box, Snacknado cart, banner, folding table, tent for shade, table cloths
8. School requests:
 - a. IKEA shelving:
 - i. Need to look at more options and have further discussions with school about it
 - ii. Some teachers aren't requesting them
 - b. Agendas (done)
 - c. Welcome back breakfast/lunch on August 5th: Christina reached out to local restaurants. Laura reaching out to neighborhood bakers.
 - d. Book fair: discussed splitting proceeds or donating after certain amount is reached. Will need further discussion.
9. Board roles (if necessary)
10. Membership (Staci): 14 people signed up using cash after event last Saturday. Process will become more streamlined once bank account is set up.
11. Website (Amy-Lynn): looks great!
12. Need insurance still: Liz on it!
13. Sponsorships update (Liz: banners, exclusivity):
 - a. \$23k-\$24,500 pending one decision
 - b. SJCS policy in place that we can NOT be exclusive with any company
 - c. Next year PTO would like to have folders accessible to all companies/logos. Company wants to print banners at no cost, but we are not in favor of this option because every company should have their own banner per the sponsorship agreement.
14. Spirit wear: Anchor Apparel
 - a. In discussions with Spirit Wear about getting polos for Exec Committee: Laura
 - b. Spirit wear agreement is with the school and not PTO this year.
 - c. May be passed to PTO for next year pending contract length and what was discussed.
 - d. PTO is aware of shipping concerns and the desire to see and feel materials. Spoke to Mr. Hathaway about it.
15. Meet the Teacher on 8/7.
 - a. Time TBD. We will need a membership table.
16. FCA:
 - a. Will be giving us \$2500



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To address at next meeting:

1. Reimbursements: will be first order of business once account is set up

Action items for this week:

1. Liz:
 - a. Talk to Kim about using RiverHouse for 1st Board Meeting on 7/31
 - b. Reach out to Laura about bakers and shirts
 - c. Booster-thon
 - d. Reach out to potential Chairpeople
 - e. Meet at bank for account
 - f. Investigate insurance
2. Christina:
 - a. Reach out to Jamie Veale about Educational Enrichment chairposition
 - b. Meet at bank
 - c. Breakfast quotes
 - d. Reach out to Brooke
3. Staci:
 - a. Sign off on school agendas/planners tomorrow
 - b. Meet at bank
4. Amy-Lynn:
 - a. Contacting Chase Bank about account
 - b. Meet at bank
5. Carly:
 - a. Google calendar of events
 - b. Newsletter

Adjourned: 9:21pm

Signed: _____



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Carly Geddes, HCA PTO Secretary