

LVES PTO Executive Board Meeting Minutes

Date: February 1, 2019

In Attendance:

- Cristy Densman – President
- Megan Nichols – VP of Events
- Chasity Hill – VP of Marketing
- Christina Trahan – VP of Volunteers
- Beth Dean – Membership Secretary
- Christine Johnson – Recording Secretary
- Kristi Cobb -Treasurer

Meeting was called to order by President Cristy Densman at 8:51 am. Agenda items for discussion included: Reptile Ruckus, Silent Auction, Board and Coordinator positions for 2019-2020 school year, Treasurer's report, and Digital Safety.

Treasurer's Report:

Treasurer's report presented by Kristi Cobb including review of cash flow, budget, and assets. Reports for September were presented. The PTO account is at Regions Bank; account number is on file. Bank accounts and statements presented and reviewed by the board. Motion made by Cristy Densman to approve financial statement; seconded by Chasity Hill; all in favor. Accounts will remain on file with the Treasurer.

Reptile Ruckus:

Megan Nichols presented the board with updates on upcoming Reptile Ruckus. She is currently deciding which inflatables were successful in the past and seeking advice on certain ones that cause a lengthy line. She is also researching different games for the event. A sign-up for volunteers to help set up and clean up will go out as the date approaches, as well as a sign-up for the cake walk donations. This year's school sponsors are going to be asked if they would like to set up a booth and food vendors have been confirmed. President Densman motioned to add a budget line item for event improvement in the amount of \$2,500.00. It was seconded by Beth Dean; all in favor.

Silent Auction:

The board members brainstormed ideas for an easy filing solution to help ease the flow of winners at the end of the auction. It was decided a file box with hanging files alphabetically would be the best choice. It was also noted that PTO in general needed more tables for all events.

Board and Coordinator Positions 2019-2020:

The board discussed potential people to recruit for the board and coordinator roles for the coming school year. The board members are going to reach out to fill several coordinator roles. Emails and social media posts will also go out to help spread interest.

Spirit Wear 2019-2020:

Alyson Small our spirit wear coordinator is tasked with starting the process of finding two spirit wear designs and a field trip shirt design. They should both be gender neutral with the field trip shirt being a bold color. The final decision will be decided by the board members.

Digital Safety:

Concerns for attendance for the digital safety presentation was brought up due to the busy scheduling of that week. Ultimately it was decided to discuss with Lindsey Wagner.

Miscellaneous:

Regarding 5th grade promotion Cristy Densman is going to meet with the teachers to see what is needed from PTO.

A motion was made to adjourn the meeting at 10:54 am by Cristy Densman; seconded by Kristi Cobb; all in favor.