

## **LVES PTO Executive Board Meeting Minutes**

Date: July 6, 2021

### **In Attendance:**

- Allyson Small – President
- Erinn Hartwell—VP of Marketing (interim)
- Jocelynn DiRienzo—VP of Events
- Danielle Freeman– VP of Volunteers
- Christine Johnson – Membership Secretary
- Amy Martin -Treasurer

Meeting was called to order by President Allyson Small at 1:02pm. The list of items to be discussed on the agenda include: Treasurer's Report, Invest, Teacher Retreat Luncheon, Welcome Back Staff Gift, Back to School Bash, Tears and Cheers, Teacher Wish Lists, Open Board and Coordinator Roles, and Spirit Wear.

### **Treasurer's Report:**

Treasurer's report was presented by Amy Martin including review of cash flow, budget, and assets. Reports for May, June and the 2021-2022 budget 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 Allyson Small to approve financial statement and 2021-2022 budget; seconded by Jocelyn Dirienzo; all in favor. Accounts will remain on file with the Treasurer.

### **Invest:**

With the resignation of Kim Thiele, board members Christine Johnson, Jocelynn DiRienzo, and Allyson Small divided up business sponsor contacts to follow up on Invest sponsorship this year. The deadline for Invest to be included on t-shirt back and fence banner is July 16, 2021. Student and staff Invest starts July 15<sup>th</sup> (online only until Back to School Bash) through September 16<sup>th</sup>.

### **Teacher Retreat Luncheon:**

Teacher retreat luncheon is set for 11:30am on Monday, August 1, 2021. PTO will host lunch for approximately 90 teachers/staff with Martin's BBQ. PTO will intrudice themselves, remind teachers about Invest, hand out agendas for 3<sup>rd</sup>-5<sup>th</sup> grades, and give them their welcome back school gift. A motion was made by Christine Johnson to purchase staff shirts as the gift (shirts boost morale and provide a sense of community), seconded by Danielle Freeman, all in favor.

### **Back to School Bash:**

This event will be held on Wednesday, August 3, 2021 from 4:30-6:00 for those with last names starting with A-J and 6:30-8:00 for those with last names starting with K-Z. We will have a table set up for Invest, Invest t-shirt pick, school supply pick up, and volunteers. Outside we will have grade specific photo op signs provided by Absolutely! Positively! Signs! and popsicles.

**Tears and Cheers:**

Formerly Tissues and Tears, Tears and Cheers will be held on the 1<sup>st</sup> ½ day for boys (8/11) and 1<sup>st</sup> half day for girls (8/12) outside the kindergarten hallway. PTO members will be there to say hello, offer tissues, water, mints, and a magnet.

**Classroom Wish Lists:**

We have budgeted money to fill classroom wish lists. We will discuss the disbursement of the funds set aside in August since we are unsure how many classes each grade level will have.

**Spirit Wear:**

This year we are going to have an online only spirit wear sale through GO GEAR (Gandy Online). We will offer short sleeve, long sleeve, hoodies, and sport tek shirts in 2 designs. 1) A retro green font on a navy shirt and 2) the white school LV logo on many different color shirt including black, navy, pink, and tie dye.

**Open Board and Coordinator Roles:**

We have the recording secretary board member role vacant. Other unfilled coordinator positions are teacher appreciation co-coordinator, marquee and Webmaster. Allyson Small will send an email to volunteers who helped cover lunch during Covid first. Then if we need more volunteers, Danielle will email her list. We will also post on Facebook.

A motion to adjourn the meeting was made by President Small at 3:06pm. The motion was seconded by Jocelyn DiRienzo; all were in favor.