

Redfield PTO Executive Board Meeting Notes
Oct. 3, 2017

Call to Order: 5:39 p.m.

Attendance: Brad, Kandice, Dan, John, Tracy, Michele, Anne, Garrett

- I. Minutes of Aug. 29, 2017, Board Meeting approved unanimously
- II. Succession Discussion
 - a. Garrett Anderson self-nominated for VP Communication; motion carried unanimously

TASKS:

- **Garrett and Anne discuss division of labor re: Communications**
 - **Garrett, John and Dan to discuss Garrett taking VP Finance role for 2018-19 when current Board members term-out**
 - **All: recruit 2nd and 3rd grade parents; leverage purchase of tablets, hiring of Ed. Asst., and field trip funding**
- III. Events
 - a. Kandice provided Fun Run update:
 - No sponsors due to weather delays
 - Safeway and Albertson's \$5,000 payment due in January
 - Shirts will be black with white area for tally
 - Help needed Event Day 10/26 7 a.m.
 - Event renewal contract slated to be signed in Nov.
 - Times for classes approved by teachers
 - Pledges can be paid via cash, check or online (status quo maintained)

TASKS:

- **Kandice to create SignUp Genius and request District labor for 10/26/17 7 a.m.**
 - **Kandice to provide Board with midweek summary each week until event**
 - **Michelle to compare Race event bids**
 - **Michelle to approach Menchie's re Event day presence**
- b. ArtWorks' parent point person is Mindy Bowers; Mrs. Householder prepared student work for online; PTO to facilitate parent orders
 - c. Spring Splash point person is Tracy, who has reached out to venue re booking facility for May 19, 2018 event

TASK:

- **Tracy/John to reach out to Deirdre for MMRAC contact if date not secured**
 - **Jon and Dan to secure items for raffle baskets**
- d. Teacher Appreciation Week point person is Tracy; How Sweet It Is theme approved for April 23-27, 2018 event; Celebration of Learning is April 26, 2018. Budget for event is \$500

TASK:

- **Tracy to shop potential food/raffle donations from Senor Taco, Mad Greens, Four Peaks, dounts, Studio Movie Grill/overlap potential with Spring Splash**
 - e. Movie Night date to be secured

TASK:

- **Brad to secure late March 2018 event date**
 - f. Barnes and Noble Night point person is Michelle; event date Tuesday, Dec. 5, 2017 3:30 to 8:30 pm. Event details are the same as year prior.
- IV. Capital Campaign
- a. Trophy case discussion. Michelle priced a model for \$3,000, assembly required. Discussion re: types of competition that garner trophies; generating opportunities for potential trophy acquisition; alternate uses for funds, e.g., garden, shade structure. Topic tabled pending survey

TASK:

- **Brad to provide Garrett SurveyMonkey login info**
- **Garrett to formulate survey for teachers to be distributed first week of November**
- **Dan to explore grant writing Board 2018-19 position**
 - b. Display board discussion

TASK:

- **Michelle to get vendor name of current board for potential replacement**
 - c. Tablet/computer discussion

TASKS:

- **John and Dan to set up standing purchase order for submission each August to vendor Board of Education for prospective replacement units given extended (6-month) delivery date of product**
 - **Brad to inquire with M. Jennings**
 - **Brad to inquire re filtered water dispensers**
- V. Other Business
- a. Fundraising Update
 - i. Michelle reported \$875 yielded from Sept. Peter Piper Pizza event; check not yet received
 - ii. Dan reported \$5,160 in donations collected
 - iii. Michelle reported \$200 yielded from Vig Gives
 - b. Redfield PTO Website discussion. GoDaddy hosting fee currently being waived; re/design fee may be \$300/unclear.

TASKS:

- **Kandice to provide Garrett with contact info for Jamey**
- **Garrett will review website, comparing to DCMS site, for potential redesign**

VI. Meeting Adjourned 6:40 pm; Next Meeting Nov. 7, 2017