

Minnewashta Elementary PTO Meeting Minutes

September 17, 2019

6:00pm to 7:22pm

PTO Present: Andrea Bach, Rachel Turnbull, Brandi Virgin, Emily Hippe, Barbara Seifert, Gretchen Padget, Cindy Address, Nicki Gordon, Sylvia DeYoung

PTO Absent: Heidi Post, Brittany Yamauchi

Andrea Bach called the meeting to order at 6:05pm

I. Welcome and Introductions, Andrea Bach, VP

- Moved to approve August 2019 minutes. Motion approved.
- Nicki will send thank you notes to Middle School volunteers and organizers of the Back to School social

II. Barb Seifert, Fundraising

- Boosterthon
 - Fliers and folders are ready to be sent out, following up on t-shirt details
 - Pep rally on 9/30
 - Incentive will be for Cindy Address and Dan to go tubing on Lake Minnewashta if goal is met

III. Sylvia DeYoung, Monster Mash lead

- Friday 10/25
- DJ is set, working on flyers, and filling out Ben & Jerry's ice cream order
- Will look into PTO board being updated

IV. Rachel Turnbull, Volunteer Coordinator-at-large

- Box Tops are going digital. Will do one last push for cut-out Box Tops and leave it up to families if they want to continue with digital.
- Sign-ups are posted and emailed for Fall events:
 - Book Fair
 - Monster Mash
 - Picture Day
 - Vision and Hearing testing
- Names from the PTO box will be added to the volunteer email list
- Emily will reach out to Kristin Jensen about technical issues with new My School Anywhere site. Some confusion over the option to sign up for volunteer opportunities on the directory site vs. signing up via SignUpGenius.
- Looking for Dream Makers volunteers to get across messaging for Feb. Gala
- Opening for "Green Team"
 - Recycling station is ordered
 - A community liaison is needed for environmental pieces, coordinate events, etc.

- Spring Social
 - Bingo is okay as long as nobody is paid to run it

V. Brandi Virgin & Gretchen Padget, Treasurer, Treasurer's Report

Program Updates - August Transactions

| | <u>Total</u> | |
|---|--------------|---------|
| Income | | |
| Amazon Smile Income | 77.50 | |
| Corporate Sponsor / Donation Income | 1,723.45 | |
| Expenses | | |
| Birthday Book Expense | 53.84 | |
| District Speaker Series | 500.00 | |
| Imagination Fair | 58.58 | 2018-19 |
| Other Fees (RevTrak, Intuit, Sign-up Gen) | 39.95 | |

Minnewashta PTO Balance Sheet As of August 31, 2019

| | <u>Total</u> |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Wells Fargo Checking | 16,462.78 |
| Wells Fargo Savings | 10,009.92 |
| Total Bank Accounts | \$ 26,472.70 |
| Other Current Assets | |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$ 0.00 |
| Total Current Assets | \$ 26,472.70 |
| TOTAL ASSETS | \$ 26,472.70 |
| LIABILITIES AND EQUITY | |
| Total Liabilities | |
| Equity | |
| Opening Balance Equity | 24,796.87 |
| Retained Earnings | -0.50 |
| Net Income | 1,676.33 |
| Total Equity | \$ 26,472.70 |
| TOTAL LIABILITIES AND EQUITY | \$ 26,472.70 |

- Review budget - all from last month is incorporated in it
 - Added full amount for Skate Time
 - With this budget, revenue is equivalent to money put out
 - In past years, any excess money has been donated to the school
- Minnewashta Budget snapshot is posted at:
https://minnetonka.finalseite.com/uploaded/Documents/MWA/2019-2020_PTO_Budget_Snapshot.pdf
- Motion to approve the budget is passed

Meeting adjourned at 7:22pm

Respectfully submitted by Nicki Gordon, Secretary