**Meadow View PTO**

**General Meeting Minutes**

**October 20, 2020**

**Attendees**:

**PTO Board**: Kristyn Wujcik (President), Catie Kannenberg (VP of Communications), Heather Myhr (Treasurer), Lindsay Johnson (Secretary)

**Staff**: Stacey Mellett, Jenny Freuh, Lacey Dahl

**PTO Members:**

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order – Introductions**
2. **Officers’ Reports**
   1. **President’s Report – Kristyn Wujcik**
      1. **Review of Meeting notes** from September 2020 General Meeting
      2. **Approved 7:0**
   2. **VP of Fundraising Report/VP of Communications Report – Catie Kannenberg**
      1. **Reviewed results of Peak Refreshments fundraiser**
         1. Sold approx. 70 meals and made approx. $300
         2. Have received feedback from several people who would be interested in seeing this fundraiser again sometime so a good option for the future
         3. Several people didn’t pick up their meals the night of despite several reminders on Facebook. Will need to think about how to improve this next time.
   3. **Read-a-thon**
      1. Catie got list of readers and teachers into Read-a-Thon so start up kit will be coming in a week or so.
         1. Heather saw an e-mail in PTO inbox indicating we may receive as early as tomorrow.
      2. Read-a-thon to start 10/26
      3. Have secured sponsorship from 5-6 local business = $800 made to date
      4. Catie will send messaging to Jenny for Messenger Newsletter
      5. Lacey in agreement that it would likely encourage engagement if teachers sent message re: Read-a-thon to parents.
      6. Lacey will talk to Jenny re: printed flyer for Friday folders
      7. E-learners were uploaded as one “classroom” to Read-a-thon which will work to get info out via e-mail, but probably can’t coordinate paper announcements to eLearning families.
         1. Lacey and Catie will chat tomorrow about logistics re: communications tomorrow at 10:45 AM.
   4. **Treasurer’s Report - Heather Myhr** 
      1. **Grant Requests**
         1. **Three Security Cameras** for front office to link to front door, as part of updating old and outdated phone systems.
            1. Grant request for $4,000, may be closer to $3,000.
            2. **Approved 6:0**
         2. Lacey advised of a grant request that came through today – Julie Thorne, OT, would like to purchase **compression vests** for sensory/self-regulation needs of a couple of younger students to help them be ready to learn
            1. Cost for 2 vests is $150.
            2. Vests will stay within the program but there are 2 students that need to use them immediately.
            3. **Approved 6:0**
      2. It would be valuable to get **Scrips** info out before the holidays.
         1. Heather will communicate what to post and when to Catie; Heather will plan to touch base with Catie to get the readymade communications from Scrips website.
         2. Heather will chat with Jenny about a flyer going home with code in Friday Folders. We can send in Oct and Nov and possibly again in Dec.
            1. Lacey shared that due to the office being short-staffed right now they don’t have manpower in-house to copy and sort flyers.
            2. Stacey offered to handle the printing and sorting.
      3. **Reviewed Budget and Treasurer’s Report**
         1. Income: Individual donation ($10), Scrips ($145), Shopping Rewards ($1,152) and Spring Fundraiser Check ($1,783)
         2. Paid for basket swing, outstanding grants from last year, insurance, website fees and Treasurer’s Briefcase
            1. Stacey shared that students are really enjoying basket swing
   5. **Secretary’s Report – Lindsay Johnson**
      1. Nothing to report
3. **Meeting Adjourned**

**End Time: 6:28 PM**

**Next Meeting: Tuesday, November 17, 2020 at 6:00 PM via Zoom**