

# Serendipity Academy PTO

## Board Meeting Agenda

### For September 28, 2016

**In attendance:** Melissa , Amity McDougal, Pamela Schroilk, Kristen Draper, Sara Tang, Christine Jones, Sheri Florek, Kelly McPhee, Kelly Alfaro Haugen, and Joice Hagen.

#### Overview of ByLaws and Meeting Process

- Board Conflict of Interest Form
- Introduction of Board Members

#### Approval of June Minutes

#### Budget Overview

- Annual Budget - see attachment
- Current Treasurer's Report; Kelly Alfaro Haugen reviewed the budget; on hand we have \$3,675.86. We will be paying for the traveling planetarium from that. A motion was made and seconded and via voice vote the budget was approved unanimously.
- Tax Update - SAPTO has submitted their financial documents to the person who we have worked with in the past to review and prepare the tax forms. Kelly indicated that it will be a little while before it is ready but that we have until December to finalize and submit to the IRS. Kelly reminded that we should review whether or not to change our non-profit status from public to private as well.

#### 2016-17 Events

- Jr. Achievement (Fall) - already have a few volunteers (Marlee O'Neill & Pamela Schwilk for 3rd and Ashleigh Richards for 4th and possibly Bessie McCann for Kindergarten)
- Jr. Programs (Spring) - already have 1 volunteer (Michelle Sandy) from curriculum night!
- Friday Enrichment Programs - Kelly McPhee will be heading up a subcommittee for the half day Fridays. The first meeting will be held on October 5, 2016 @ 5:30 PM.
- Teacher Appreciation (May)
- 4th of July Family Fun Day (July)

#### 2016-17 Fundraisers

- An overview was given over last year's fundraisers and the group discussed which of the fundraisers we may want to do again this year:
  - Oct. - Fall Carnival - Sarah Riecken will head up the subcommittee for the Fall Carnival. We have scheduled the event for 10/30/16 from 2-4pm. There will be a subcommittee meeting on 10/4/16 at 5:30pm. We will potentially host this as a fundraiser for a 5th grade field trip.
  - Nov. Bookfair: Kelly Alfaro Haugen will be looking into various companies to determine if we should continue with Scholastic. We are booked for November 16-18th with Scholastic but can cancel this if we find a better option. We have one volunteer, Hillary Kissick.
  - Student Council will also likely host a Turkey Trot in November, potentially to raise funds to have the field graded, leveled, and sodded.
  - Dec. - Winter Program food and flowers - no discussion was held on this event
  - Feb. - Dinner/Auction: At this time we need to look into potential venues and return with that information at the next meeting. We will need to know the facility cost and capacity

and what is included with the rental costs. We will also need to know the catering available with a sample menu and pricing as well as host or no-host bar. Numerous members of the board volunteered to each contact one location to get availability and estimates for an event in March/April and bring the information back for the next meeting so that the board can decide how it wants to move forward.

- March - Bookfair; we have March 8-10 booked with Scholastic.
- There was discussion regarding coffee sales and either postponing them (not doing them in the winter with everything else going on) or not doing it. There were also some suggestions to look at other options as well.

## **Requests for Assistance**

- Assemblies
  - Already booked planetarium assembly for February
  - What other assemblies do we want this year? (<http://www.academicentertainment.com/>) - This item was introduced so that everyone can review options that may be available and will be added to the next agenda for further discussion.
- Play Production - this was an idea brought forward to have a production company come in and provide staffing/costumes etc. for the students to put on a production. The cost would be approximately \$5,000... more information to come, Mrs. Johnson is checking into more details and availability.

## **Roundtable -**

We have had a board member leave and Joice Hagen has offered to step into the position. A motion was made to accept Joice into the board. The motion was seconded and passed unanimously.

The stripes for parking outside of the school gate has faded and it has affected parking on nights when there are a lot of cars at the school. Kelly Alfaro Haugen has the materials but we do need to purchase paint. A motion was made for up to \$50 for materials. The motion was seconded and passed unanimously.

By group agreement, it was decided to hold meetings on the second Monday of the month.

**Next Meeting** - October 12, 2016

**Adjourn** A motion was made to adjourn the meeting; the motion was seconded and via vote passed unanimously. The meeting was adjourned at 6:40PM.