

Lamar PTO Board Meeting Minutes

11 January 2016

Location: Ms. Stone's Classroom

Position	Name	Attendance
President	Jennifer Dawson	present
1st VP of Programs	Ariel Dawson	absent
2nd VP of Membership	Andrea Hayes	present
3rd VP of Fundraising	Jenny Tessman	present
Treasurer	Stephen Kelling	present
Secretary	Cathleen Akers	present
Devotional	Angie Garner	absent
Volunteer Chairman	(open)	
Pictures	Christina Blackwell	absent
Parliamentarian	Amanda Davis	absent
Christmas Store	(Jennifer Dawson)	
Hospitality	Lindy Meiser	present
Reporter	(open)	
Activities Chair	Casey Gray	present
Teacher Rep	Amanda Gunter	present
Principal	Janet Mobley	present

J. Dawson called the meeting to order at 5:28pm.

Norms

J. Dawson read the norms:

- Abide by the by-laws
- One person speaking at a time
- Stay focused
- Stay positive
- Be open to ideas
- Attack the problem not the person
- Smiles and have fun!

Devotional

J. Dawson read the devotional that Garner provided.

Treasurer's Report

Kelling stated there was nothing to report.

Approval of Last Meeting's Minutes

J. Dawson asked attendees to review the December meeting minutes and called for approval. Gunter moved to approve the minutes as written, Meiser seconded. Approval was unanimous.

(By-Laws Revisions)

J. Dawson stated she accidentally omitted the bylaws revision as an agenda item. Although there would be no voting on revisions during the meeting, she drew attention to a draft of the next article for revision which Akers had prepared and asked attendees to review for action at the next meeting in February.

Old Business

T-shirt updates. Tessman expressed her frustration with the vendor cafepress and Meiser echoed the same. They explained that cafepress has been inconsistent in answering questions about format requirements for the image PTO wants, which has held up any further progress on T-shirts or any other merchandise. Meiser said there are two choices: change vendor or change image. She recommends changing vendor. There was general agreement among attendees to keep the image and that the committee should discontinue dealing with cafepress.

Tessman said she had located another online vendor who does T-shirts and hoodies; this vendor also offers some other merchandise, but the selection is more limited than cafepress. Mobley asked if Meiser herself could manage T-shirt production and she acknowledged she could if that is what PTO wanted. Meiser noted, however, that her access to color selection for child-sized sweatshirts/hoodies is more limited than the colors for adult sizes. Meiser also pointed out that the PTO profit margin would be better if PTO arranged T-shirt production on its own or through her, since a vendor will add on for shipping and handling costs.

Tessman raised the possibility of selling T-shirts at cost (at least \$7.80 by her estimate) rather than as a fundraiser. She added that PTO could then hold a more traditional spring fundraiser, like the company that does wrapping paper, etc. Hayes suggested that PTO simply things for itself and just do T-shirts as the fundraiser. Kelling voiced agreement and other attendees nodded their assent. Mobley quickly estimated that even if PTO only made \$2 off each shirt sold, the increased size of the school enrollment and past T-shirt sales history suggests that PTO could earn up to \$2,000. Mobley asked Meiser, if PTO went with her for production, if she could do other products like a hat or window stickers; Kelling asked about bumper magnets (in lieu of bumper stickers). Meiser indicated she could do hats and window stickers reasonably, but she would have to look into die-cut magnet costs.

J. Dawson asked attendees if PTO should go with another company or Meiser. There was general agreement to go with Meiser. J. Dawson asked if Meiser would prepare a proposal for the next Board meeting. J. Dawson also confirmed that the T-shirt sale will serve as the spring fundraiser.

Christmas Store update. J. Dawson announced that almost \$6,000-worth of merchandise was sold at the Christmas Store. She added that PTO actually netted \$300. J. Dawson also expressed her gratitude and satisfaction with the tremendous amount of help the Christmas Store got from volunteers this year. Hayes noted how quickly classes moved through the store this year and complimented J. Dawson on recruitment and organization.

Teacher (Christmas) Luncheon. J. Dawson said the Christmas Luncheon for teachers and staff went well; she acknowledged Meiser's valuable work in coordinating and hosting the event. Meiser in turn acknowledged the help of fellow Board members in setting out and replenishing food: Gray, Tessman, and Akers. Meiser was incredibly pleased with Nick's restaurant's generosity with the baked potatoes and fixings. She circulated a thank you card for Nick's for PTO members to sign, as well as one for a Lamar mother who provided lots of homemade dessert for the event.

Fundraiser Updates. With reference to the Fit & Fresh fall fundraiser, Tessman expressed frustration with parents who backed out of arrangements for picking up the remaining orders. She had a handful of orders left, some sizable enough that a student could not carry on bus to take home. Mobley offered to allow Tessman to keep the orders at the school if the last few parents did not arrive to pick up by the end of the week. Also, one parent needs a refund check.

Father-Daughter Dance. Gray said she will be contacting the Head Start Office about setting up the decorations in cafeteria and the teachers about contributing any sweets or food left over from the classroom Valentine parties earlier in the day to the PTO to use as refreshments for the dance. Gray also noted Blackwell will be making a backdrop for pictures. The dance will be held from 6-7:30pm on 12 February.

Mother-Son Night. Gray admitted she had not worked any further on this event, mainly because of the intervening dance. Mobley advised Gray to prepare a plan for the next PTO Board meeting so that the event does not sneak up on everyone.

General Meeting requirements. J. Dawson reminded attendees that PTO has only held one General Membership meeting so far in the school year, even though there are supposed to be four. She brought up the idea suggested before that PTO hold a General Meeting at the very start of the Father/Daughter Dance; everyone agreed to that.

New Business

Spring Fundraiser Ideas. J. Dawson pointed out that the spring fundraiser was already covered and decided with T-shirt sales.

Head Start T-shirts. Meiser stated that Head Start decided on a dark purple shirt with white ink. The design is simple with three kids holding hands. The Head Start teachers will be making final selection from three versions of the design, then Meiser can go forward with production.

Teacher Appreciation Week (9-13 May). Meiser stated that she has tons of ideas. She asked Kelling for the balance of the Hospitality budget so she could gauge plans accordingly; he indicated he will have to get back to her with that. Meiser said she is leaning toward trying to do or have something for the teachers on the Monday, Wednesday, and Friday of appreciation week. Kelling asked that Meiser let him know her needs closer to the time; he may have some church volunteers who would be willing to bake at least.

Open Discussion

Akers noted that PTO should form a Nominating Committee at this meeting due to the cycle of officer recruitment and elections. She noted even though the proposed revisions to the bylaws specify only three members of this committee and one alternate, those revisions have yet to be approved; the current bylaws require five members for the committee with two alternates. After that news was greeted with some consternation, Akers suggested that the Board formally vote to form a smaller nominating committee of three with one alternate for this year. With general agreement with that suggestion, Akers made a motion to that effect and Tessman seconded. The motion passed unanimously.

Gunter, Meiser, and Gray volunteered to serve on the Nominating Committee. Mobley stated she will advise. Hayes volunteered to serve as the alternate.

Tessman asked whatever happened with the Kroger shopper card (setting Lamar up as a beneficiary with the program; the idea had been suggested at PTO meetings in the 2014-2015 school year). Akers explained that insofar as she knew, nothing ever happened with it. The Kroger program requires proof of an organization's 501(c)3 status, but that had not been provided by the previous PTO president. Akers noted, however, that she had recently obtained a digital copy of the IRS letter confirming PTO's 501(c)3 status and that she would send that to Tessman via email.

Akers said that she had been working on the PTO website, admitting that it is rather bare-bones. She said she would email the URL to the Board and asked they take a look at the site and make suggestions to her for improvement.

Updates from Mrs. Mobley

Mobley said that students would be attending the high school performance of "Beauty and the Beast" at the end of the week (15 January). She noted that Denison Performing Arts sponsors the attendance of K-2 students, and she reminded attendees that earlier in the school year PTO approved covering the cost of attendance for 3rd and 4th graders.

Dates to Remember

School Holiday—18 January

PTO meeting—8 February

Father-Daughter Dance & PTO General Membership Meeting—12 February 2016

Mother-Son Night—18 March 2016

Hayes suggested adjournment at 6:15pm. Gunter made a motion to do so, Kelling seconded, and the motion passed unanimously.

MINUTES BY CATHLEEN AKERS