

## Lamar PTO Board Meeting Minutes

5 October 2015

Location: Ms. Stone's Classroom

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

J. Dawson called the meeting to order at 5:31pm.

### Norms

J. Dawson read the norms:

- Abide by the by-laws
- One person speaking at a time
- Stay positive
- Stay focused and on task
- Be open to ideas

### Devotional

J. Dawson read the devotional:

*In the middle of every difficulty lies opportunity. – Albert Einstein*

### Approval of Last Meeting's Minutes

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

### Treasurer's Report

There was no Treasurer's Report.

## **By-Law Revisions**

Akers offered proposed revisions of Articles IV and V of the Bylaws. Hayes moved to approve the revisions as presented, and Baca seconded. Approval was unanimous.

## **Old Business**

*Fundraiser.* Tessman circulated copies of letter that fundraising company Fit & Fresh generated for PTO to use to announce the fundraiser that will run through 23 October. She pointed out that the company itself inserted the incentive offer of the free penguin ice packs for students who sell 10 items, but the company had not previously informed her about it. Tessman sought approval of the Fit & Fresh letter/announcement so that it could be distributed to teachers to give to students to take home. Akers moved that the letter/announcement be approved as presented, and Baca seconded. Approval was unanimous.

Tessman said that PTO need not offer an individual incentive in light of the company's offer, but hoped that PTO would still offer something to the class that sold the most. She suggested a popcorn party but amended that to a chips and salsa party after attendees pointed out that the membership drive had already offered a popcorn party to the class that garnered the most memberships. Tessman is asking Mobley to announce the fundraiser at this week's assembly. Mobley is posting the fundraiser dates in the weekly newsletter.

*Membership Drive.* Hayes stated that the letter PTO approved about the membership drive went home with students that day (5 October). She offered to man a membership table at Open House on 6 October. She offered to set out sign-up sheets for people interested in volunteering at specific PTO events and will make available the volunteer application (background check) forms as well.

*Teacher & Staff August/September Birthdays.* J. Dawson said that she made cookies for all the teachers and staff who had August and September birthdays. She said she would like PTO executive board members to rotate each month for baking (or buying) for teacher & staff birthday recognition. She said that she would address that specifically later in the meeting, according to the agenda.

*T-shirt Logos.* J. Dawson noted that she tried to see what the cafepress website looked like but she could not figure it out. Tessman explained that the proposed Lamar site is not yet set up. She needs the PTO's nonprofit tax ID number, which J. Dawson said she could provide. J. Dawson and Tessman noted that promised help with copyright-free leopard-related images was not forthcoming, so no progress had been made on logo selections. Tessman indicated she may have a lead for another source to help, which she will check on. J. Dawson stated that Tessman needs volunteers to help in logo selection and encouraged interested attendees to speak with Tessman about it. Tessman added that she hopes to send out some ideas in the next couple of weeks. She is hoping to have the cafepress-Lamar site "open" by 1 November.

## **New Business**

*Teacher Request.* J. Dawson said that second-grade teacher Katy Price has requested \$50.00 to purchase books for her students. Akers explained that Price uses her own money to buy books as incentives for students who complete a number of activities at home that Price calls "homefun" instead of homework. J. Dawson indicated that the books Price obtains are lightly used ones. Baca and Gray both said that they had many children's books at home that they were willing to give to Price. Akers proposed to contact Price about their offers. J. Dawson tabled Price's request in light of the book donation offers.

*Fall Festival.* Gray stated that the target date for the festival was 5 November but that it was not definite. J. Dawson clarified that the date was definite but not the time. Attendees settled on 5:30-7pm, after Hayes/Gunter confirmed via text with Mobley. Set up will begin at 4:30pm.

Gray said that Kelling's church has games that can be borrowed, instead of borrowing from the First Baptist Church as PTO has used in the past.

Gray said she had not secured any vendors yet. Akers suggested not to pursue any at this point, noting that she had a hard time getting commitments or even interest when she helped with spring festival a couple of years ago. She noted that some vendors had regarded the short timeframe for the event as a deterrent given the effort that would be required for set-up. J. Dawson advised Gary to no longer seek vendors for the event.

Gray proposed corn dogs for the festival instead of pizza. She asked about working with the cafeteria. J. Dawson said Gray would need to speak to Mobley about that. Akers said she was not sure how easy it was to work with the cafeteria, as she thought that there was some issue with the food arrangements for the 2014 spring festival. She suggested that Gray talk to Sabra Decker in the LRC or Mobley about that. Gray said she was not against the pizza idea. She noted that she has a relative who works for Pizza Hut whom she will ask if a deal could be struck.

Gray has been in contact with the police, fire department, and public library. She indicated she would try to contact the Boys & Girls Club, Boy Scouts, and Girl Scouts. Gray said that the high school Art Club will do face painting again, as they did at the spring festival. She plans to seek student volunteers through Student Council and National Honor Society. Gunter noted that the teachers have helped with the festivals and that usually a sign-up sheet is posted in the teacher's workroom/breakroom.

*Teacher & Staff October Birthdays.* J. Dawson sought a volunteer for October birthdays and among several volunteers, she chose Gunter (despite protestation from Akers and other non-teacher attendees that a teacher should not have to be in the rotation).

*Christmas Store.* J. Dawson announced that the Christmas Store will be on 9 & 11 December. Baca asked what it was and J. Dawson explained that low cost items are made available for sale to students to buy gifts for family. J. Dawson noted that this is not a fundraiser for PTO but rather a kind of service to the children/families. PTO holds a raffle and coin drive to raise money so that it can distribute some token amount of money to each student in the school to spend at the Christmas Store. J. Dawson further explained that the Christmas Store requires many volunteer hours because when student shoppers are paired with an adult volunteer to help budget student spending. The fewer volunteers, the longer it takes for students to rotate through the store. The gap between days for the store gives time for shipping of items to restock after first day.

Although J. Dawson noted that she is a little dissatisfied with the process with the particular company PTO has used, she explained that she has been unsuccessful in finding a viable alternative one.

*Christmas Luncheon/Gifts.* J. Dawson said that she received information from Meiser about the Christmas teacher and staff luncheon plans. Meiser proposed Kent's TexMex as it could feed the whole group for about \$260. She seeks non-teacher PTO board members to donate desserts. Meiser further proposed a \$5 gift for each teacher/staff member. After a couple of attendees noted that a \$5 gift for each teacher/staff member would actually cost more than the luncheon, attendees discussed the impact of the whole proposal on the Hospitality budget. Akers asked if there was already any general plan or proposal for teacher appreciation week near the end of the schoolyear and wondered if the \$5 per head should be saved for that. Hayes and Gunter indicated that they personally like having the Christmas lunch but do not feel that a gift on top of that is necessary. They indicated that thought other teachers felt the same. Based on discussion, J. Dawson indicated she would let Meiser know that the board decided to eliminate the Christmas gift idea but approved the luncheon at the price offered by Kent's.

## **Open Discussion**

Tessman said she would need help in closing out the fundraiser. Blackwell volunteered. Gray noted she may be available. J. Dawson said that Tessman will need three people to handle the money and that Treasurer Kelling will need to be one of them.

Tessman and Gray asked about how event pictures get into the yearbook. They wondered why some things that occurred last year never made it into the yearbook. Hayes said she was not sure but thought that there was some issue about the digital format of photos that the yearbook vendor Lifetouch uses. She indicated that they would have to ask Mobley about it.

J. Dawson expressed some frustration that the webpage is still not operational. In light of Pannell's absence, J. Dawson noted that on the PTO Facebook page she would be adding information about the fundraiser and the membership drive and the fall festival. She added that with Pannell's announcement of her promotion and need for help, she (J. Dawson) set up the PTO bulletin board. Hayes and Gunter offered to maintain it.

Baca announced that she must resign her position as Volunteer Chairperson. She expressed regret but explained that her time has become further constrained with family and higher education obligations. Gray noted that her mother may be interested in serving on the PTO and indicated she would speak with her about it.

With no more comments or questions, J. Dawson asked if the meeting should adjourn. Baca moved to adjourn and Blackwell seconded.

#### **Dates to Remember**

Open House—6 October  
Picture Day & Early Release—7 October  
School Holiday—12 October  
Fall Festival—5 November

MINUTES BY CATHLEEN AKERS