



PTO

# SEPT BOARD MEETING

01 SEPTEMBER 2022 / 1:30 PM / MAD SCIENCE ROOM

ATTENDEES - All Board Members were present

Courtney	President	Renee	Volunteer Coordinator
Paulina	Vice President	Nasya	Volunteer Coordinator
Sally	Treasurer	Krystle	Recording Secretary
Lauren	Treasurer- Elect	Josephine	Digital Media Coordinator
Marina	Communications Coordinator	Carlos	Fundraising Coordinator

## AGENDA

### Treasurer Reports: Sally

- Officially Approved Budget for 22-23 School Year

### Volunteer Report - Renee & Nasya

- Mustang Wrangler Program: Cordova asked for the same person ALL Day, but PTO understands some parents might only be able to give some hours.
  - Sign Up Genius – it went out to community – we need to confirm VIPS status on all MW

## Fundraising Report - Carlos

- Monthly Spirit Nights: Thursdays preferred
  - September 21 – Mod Pizza (all day)
  - October TBD Date – 4-8 pm Chipotle (try to move)
- Urban Air - Trampoline Park - \$20, 2 hours unlimited, 20% goes back to Memorial
  - Trying to book Tues 10/4 as fall holiday is 10/4 & 10/5
- Free Dress Days: last Thursday of the month (9/29 will be #1 - Nasya to recruit volunteers)
- PTO Photo Opportunities: Halloween - Josephine will reach out to Elam to coordinate with Red Ribbon Week; Courtney asked Cordova about kids coming in costume, he said yes to Friday (10/28) or Monday (10/31).

## Fall Fest - 11-3 pm; Saturday 11/5

- overall set up: doing a market again? raffle? inside & outside spaces?
  - Pre Order Pick up @ the school the day before  
cut off a week before
  - \$45? Wristbands: all games & bounce house
  - \$.50 each Tickets; big items = 10 tickets (rock wall)
- Volunteer Meeting 30 min before the Festival opens!
  - Explain tickets and games
- \$\_\_\_\_\_ quote for the bounce houses, rock wall, etc. (Courtney)
- Games/Rides
- Face Painting Quote: \$250 for 2 hours
  - Plan to offer for her be a Vendor, but patrons can pay via CC, Cash, or Tickets (she gives us tickets and we reimburse her at end of festival)
- Set up for ticket structure - wristband vs. just tickets, etc.
  - Is wristband for EVERYTHING multiple times?? What about consumable booths (sand art, slime, etc)

- FOOD: picnic pick up area? charcuterie in the garden?
  - Food Trucks:
    - Ms. Kathy's
    - It's a Wrap
    - \_\_\_\_\_
    - Best Street Tacos?
  - Move snacks to inside cafeteria
  - Chili Cookoff?
- Vendors: \$30 for a 10x10 space; get social media presence
  - Set up 10-10:45
  - You can bring your own tent, must provide their own table!
- Raffle: Offer 10 items
  - 1 for \$2 each
- We Need Better Signage: (anyone know a sign company willing to discount? We use Flip Media in the heights, they are reasonable & fast)
  - Parking
  - Food
  - Entrance
  - Ticket Sales: by the stairs towards Coach Mize or "Walker" entrance since indoor/outdoor
    - NO REFUNDS or Exchanges
  - Raffle Booth
  - A couple of large maps showing the layout
    - Keep together: vendors, food, big games, and small games

## VOTING MATTERS

- ADD 2 MORE CLASSROOM BUDGETS OF \$200 each, total \$400
  - MS. PEREZ - DL COORD
  - MS. ARREDONDO - 504 & GT Coordinator
    - **Approved**

- Alvarez Head Custodian –
  - Mop Heads \$221 – Approved, Paulina will send link to Sally
  - Would like
    - More Trash Cans
    - Mobile chair racks for folding chairs (expensive)
      - **Board voted to delay voting after FF to see funds generated.**

## ACTION ITEMS

WHO	WHAT	WHEN DUE	HOW
Krystle	Safety Patrol	Would like to start 2nd 9 weeks	Email Lashaway, she's in charge of upper grades
Sally & Krystle	Photos for Grandparent Lunch	9/8/22	Need to set up Backdrop, use Sally's camera & tripod, set up square, announce some how
Nasya	Free Dress Day	Asap	9/29 need 5 volunteers to collect \$\$
Carlos	Pick Date for Urban Air; change Chipotle date		Could we do 10/3, 10/4 4-8 PM
Marina	Charleston Wrap		Email Ms. Luna – could be an orchestra fundraiser?
Sally	Update "Support Memorial"		Passive fundraising links
Josephine	Coordinate photo day w/ Elam (Red Ribbon Week)		Cordova gave permission for kids to come in costume on Friday 10/29 or Monday 10/31/22. (per Courtney's text 9/1)

Krystle	Research wristbands with tearaway		Fall Fest. How many?
Josephine	Coordinate Trunk or Treat		When is Monster Math (Cordova hasn't picked committee leader yet, TBD)

**Lift-** they asked if they could be in the Mustang Stampede, Courtney agreed

- Encourage them to create an infographic "what Lift has sponsored at the school with a link to their website

## NEXT STEPS

- Will meet Tuesday, 9/6 @ Yellow Cup after drop off to discuss Fall Fest & finalize
- GENERAL PTO MEETING- MS. LUNA HAS OFFERED ORCHESTRA to play if given enough time

## NEXT MONTH'S AGENDA

Volunteer Coordinators:

- Room Guardians
- Upcoming Opportunities
- Parent Lunches

Fundraising:

- Dance / Read A Thon
- Mustang Stampede Fun Run/Bike Parade
- Spring Dance

**Create Calendar:**

- o October: Trunk or Treat, Monster Math, Spirit Wear launch, Family Giving Campaign
- o Nov: Fall Fest 11/15/22, teacher lunch?

- Dec: Holiday Grams, outdoor movie “FUNraiser”, teacher lunch? Gift of Time?
- Jan: Free dress proceeds go to 5th grade– they collect!

### **Capital Campaign Project**

- Nail down what it actually is given the state of disrepair in building, loose cost analysis so parents know what they are supporting
- how much more money is needed to continually supply copy paper to teachers?
- any other aesthetic improvements that can be done to the school?
- corporate sponsorships...