

**TOWNE MEADOW ELEMENTARY
PTO EXECUTIVE BOARD MEETING
January 17th, 2019**

Members Present:

Tishia Smith –President
Shaune Shelby – Vice President
Kim Berebitsky - Treasurer
Lauren Edmundson - Corresponding Secretary
Sharon Menachemi – Recording Secretary

Call to Order

Motion to approve minutes from prior meeting

November 29th, 2018 Meeting Minutes Approved

Treasurer's Report – Kim Berebitsky

- We've begun spending money on carnival items and teachers have spent some enrichment money
- Kim gave the 1099 info to the accountant
- We needed more money to buy books for Bingo night – Kim approved it
- Big ticket item for carnival fundraising – we don't have an idea for this yet. Tishia says Nikki talked to the teachers and there wasn't an overwhelming need. We could possibly use the money to support an outside organization or buddy with another school in the district. The TV studio update fell by the wayside because someone has to lead the charge and there aren't hands to do it.
- Kim talked to our bank, National Bank of Indianapolis, about options to replace pay2k for credit card purchases. The bank has a credit card reader and funds would go right into our NBI account. Cost is \$10 per month. They can also set up a website for parents to pay in advance. It costs \$150 to create and \$30 per month to maintain. Pay2K works fine for prior purchases but it's too complicated the night of. Kim will buy five readers and we can test them at Bingo night. If someone doesn't have a reader, the information can also be entered into the app. We have asked the district in the past about the bad wifi and nothing has changed.
- Tishia asks why chess club is in the red – per Kim, the checks haven't been deposited.

TME PTO Treasurer's Notes

January 14, 2019

Bank Accounts Summary:

Numbers and activities as of 1/14/19 (Bank Statement #s as of 12/31/18)

- Total PTO Funds: \$ 77,127.94
Breakdown:
 - Money Market: \$67,001.60 (\$67,001.60)
 - Checking: \$9,783.09 (\$15,443.26)
 - Gaming: \$343.25 (\$343.25)
- **Total Funds less pass through: \$65,673.49 (PTO money)**
- Pass through Fund totals:
 - Picture: \$3,865.19

- Book /Media: \$9,766.75
- Math Club: \$1,723.05
- Friends of Coyote \$-1,471.51
- Chess Club: \$-2,012.80
- TOTAL: \$11,454.45

%YTD Income 46.61%

%YTD Expense 56.07%

Treasurer Notes / Income Highlights:

- Fall Fundraiser: Net **\$23,381.39** (97.42% of \$24,000 budget)
 - Income: **\$29,142.00** (100.49% of \$29,000 budget)
 - Expenses: **\$5,760.61** (115.21% of \$5,000 budget)
- Spirit wear: Net **\$1377.00** (-275.40% of -\$500 budget)
 - Income: **\$3340.00** (167.00% of \$2,000 budget)
 - Expense: **\$1963.00** (78.52% of \$2,500 budget)
- Business Incentive Income: Total 691.56 (34.58% of \$2,000 budget)- Kroger, Boxtops, Amazon smile, Coca-cola gives, dine to donate, Shutterfly (new)
- Carnival: Net **-\$2,385.63**
 - Income:
 - Expense: **-\$2,385.63**

Treasurer Notes / Expense Highlights:

- Teacher Allocations, Enrichment & Extracurricular
 - Teachers have spent **\$4,593.97** (45.26%) of their classroom allocation money
 - Total Enrichment- **\$4506.34** (28.08% of 16,050.00)
 - Total Extracurricular – **\$1,033.48** (41.34% of 2,500.00)
- Classroom Subscriptions spent **\$4019.46** (91.35% of 4,400.00)
- Hospitality spent **\$1288.79** (71.60% of \$1,800)
- Family Fun Night Net has spent **\$192.14** (24.02% of \$800.00)

Treasurer Notes / Activities:

- Updated teachers on classroom and enrichment allocations
- Filing 1099s
- Family fun night- bingo, amount to spend
- Big item ticket

Corresponding Secretary Report – Lauren Edmundson

- Dine to Donate night at Which Wich is Jan. 24th. The owner, Lee Kleiner, would like to do more of them.
- Dine to Donate at Greek's is Feb. 5th. Tishia suggests moving it up to Jan. 31st. Lauren will check with Nikki that there is no school calendar conflict that day. We need to change the flyer to reflect that delivery orders count as well.
- Lauren will confirm with Cybil that she is receiving the checks.

President's Report – Tishia Smith

- Important Dates
 - Bingo night is Jan. 25th
 - Class Valentine's Day parties are February 14th
 - PTO General Board Meeting Feb. 19th at 7:00 pm
 - May 15th & 16th is kindergarten screening. Volunteers are needed. The pop up spirit wear has been a hit so we'll sell on screening days
 - Final executive board and general board meeting for the year is May 16th.
- Carnival
 - Carnival is March 8th and we need all hands on deck.
 - We have a new sweet shop chair, Marcia Jay.
 - The silent auction committee is decreasing the number of items. We're removing items that only receive 1 or 2 bids or made less than \$80 in prior years.
 - Qtego has a raffle feature so we are exploring putting the raffle online and letting families pay up front. We are also exploring using credit cards in the cafeteria. If Qtego can expand and make café and sweet shop purchases easier, we'd like to do that.
 - Due to lack of volunteers, Tishia would like to have all tickets sold for tangible raffle items in advance. On the night of, we'd still sell tickets for non tangible items, like outings with teachers. Kim feels that we should not cut it off because tickets sold that night are a moneymaker, however we need someone to volunteer to manage those raffle sales. Kim will find out if her mom can help.

Vice President's Report – Shaune Shelby

- Coordinating Council Meeting
 - The group heard from DECA about redoing the vision statement for Carmel. The statement needs to be inclusive and represent who we are today.
 - Everyone is still getting used to the website update. It's a live site so how do we archive older things, such as Friday flyers.
 - We have a new Safety Director and he gave a presentation about the new Stop It app. The messages go to the school principals and SRO's, Dr. Beresford and the Security Director.
 - A video was shown to demonstrate how to handle a security situation and the video was perceived as racially insensitive and offensive. Dr. Beresford says it will no longer be shown.
- Friends of Coyotes
 - Shaune has a volunteer to be in charge of Donuts with Dads but he is still looking for someone to lead the kickball night and Art to Remember. Donuts for Dads is asking \$10 per family; Art party is \$20 per family for the first child and \$7 for each additional.
- Carnival
 - Shaune wants to rent a new obstacle course game called American Ninja, but it takes up a lot of space and there are possible safety concerns. An adult would have to monitor it. Tishia talked to Libby about putting the raffle items on display in school.

Next Executive Board Meeting: Feb. 21st, 2019

Meeting adjourned.