

MEETING MINUTES

ACMA PTO Meeting

Date | time May 10, 2022 | 7:00 pm | *Meeting called by* Jenny Anderson

Board members

*Jenny Anderson, PTO President | *Jim Weider, Treasurer | *Molly Benito, VP Communications | Carley Spangler, Volunteer Coordinator | *Kristen Downer, Member at Large | *Erin Kilbourne, Member at Large | Maria Andrade, Member at Large | *Terri Holland, Member at Large |

* in attendance

PTO Member attendee: Michelle Hart, Renee Godwin, Michelle Gray, Julie Ayes, Lorien Tenney, Miranda Zigler, Jim McGarvey, Bjorn Paige

Time	Item	Owner
7:00 pm	Open	Jenny Anderson
	Celebrate Seniors Ideas	Jenny Anderson
	1. Parents of Seniors have formed a planning group	
	2. Several great ideas	
	3. Recommended by ACMA to focus on celebrations during the graduation rehearsal breakfast on June 9 th	
	a. Coffee bar	
	b. Photo booth	
	c. Wheel spin	
	4. PTO Budget	
	a. Traditionally fundraise for Senior Party	
	b. This year due to fewer events and programs the PTO can sponsor the senior celebration	
	5. Next meeting with PTO Board is May 17 th	
	Events through end of School Year needing PTO Board participation and PTO volunteers	All
	1. Dance Department – Performance – June, 3,4, 5	
	a. Lead lobby and concession – volunteers needed	
	2. Graduation rehearsal breakfast for seniors, morning June 9 th	
	a. June 8 th set up and decorate - volunteers needed	
	b. Plan continental breakfast and supplies	
	i. Plan and purchase	
	ii. Volunteers for day of event	
	3. Graduation event (cake, coffee & tea), June 10 th , 7 pm	
	a. Costco cakes, coffee and tea	
	b. Parking assistance	

Time**Item****Owner**

- c. Punch PAC seat tickets
- 4. End of year Pizza lunch, Tuesday, June 21st
 - a. Complimentary food & drink, plates, napkin & cutlery
 - b. Start set up early morning
 - c. Lunch begins at 11 am and ends by 11:30 pm
 - d. Pizza Schmizza, Cedar Hills, will provide cheese pizza by 10:45 am
 - e. Volunteers needed

Budget

Jim Weider

- 1. Budget \$19,882.52 raised Year to Date
 - a. WeAreACMA donations
 - b. Spiritwear
 - c. Concessions, water bottles, sticker
- 2. Department spending requests yet to be received
 - a. Theatre – Western OR University - field trip
 - b. Dance (?) - Regional High School Dance

PTO Board 2022-2023 Nomination and Vote

- 1. VP of Communications – Molly Benito
 - a. Nominated by: Terri Holland/Jenny Anderson
 - b. Vote: unanimous
- 2. Treasurer – Jim Wieder
 - a. Nominated by: Jenny Anderson/Terri Holland
 - b. Vote: unanimous
- 3. Members at Large 1, 2, 3 and 4
 - a. Erin Kilbourne
 - i. Nominated by: Molly Benito/Jenny Anderson
 - ii. Vote: unanimous
 - b. Terri Holland
 - i. Nominated by: Molly Benito/Kristen Downer
 - ii. Vote Unanimous
 - c. Kristen Downer
 - i. Nominated by: Molly Benito/Jenny Anderson
 - ii. Vote Unanimous
- 4. President
 - a. Nominated by: Molly Benito/Kristen Downer
 - b. Vote Unanimous
- 5. NEED Nominees
 - a. Secretary
 - b. Shadow Treasurer
 - c. Fundraising Coordinator (events other than Spectacular)

Time	Item	Owner
	Principal Update <ol style="list-style-type: none"> a. Open Mike May 11th b. Seussical – May 12-14 c. New ACMA Parent Mixer, May 20th 9:30 am d. One Act – May 26-May 28 e. Early Release May 25th, and June 21st f. Prom – Junior/Senior May 20th at Victorian Belle g. First Friday, June 3rd h. Dance Department Performances June 3rd and 4th at 6:30 pm i. June 5th – PAC stage is painted as scheduled maintenance j. June 9th, graduation rehearsal and senior breakfast k. June 10th graduation at 7 pm in ACMA PAC l. June 21st, last day of school and fun activities and pizza <ol style="list-style-type: none"> i. Early release 	Mr. Paige
	Staff Appreciation <ol style="list-style-type: none"> 1. ACMA family donations – THANK YOU 2. Lorien replenishes staff lounge at least weekly 	Lorien Tenney
8:00 pm	Adjourn	Jenny Anderson
