

**ACMA PTO Meeting Minutes**  
**11/13/2018, 7:00pm**

7:00 pm Call to Order and October Minutes approved

- Additions to the Agenda
  - none

Old Business

- November Staff Appreciation
  - Huge success
  - Brian suggested comfort food theme
  - Linda's second call resulted in two of everything
  - Even Vegan Gumbo gave a thank you note
- Feedback on Better Impact
  - For better or worse, it's the system we have to work with
  - If going to volunteer, you must do a background check and log in through this system
  - Kids also need to go through it; district request
- Pizzicato Fundraiser tonight till 9pm
  - mentioned
- Concessions
  - Running into a host of problems
  - Not sure why 3 other people show up to do fundraising at the same event
    - Need to sit with Board to understand how everyone can get the right percentage of cash flow
  - If anyone has experience with this, please share your wisdom
  - How do we make this as equitable as possible and maintain a slush fund?
  - Also need to figure out who is actually doing concessions; there is ownership confusion
    - Need processes around the money collections
  - Shawna has agreed to help figure this out due to her experience
  - Need a volunteer Request Form to end the confusion of who is assigned to each task at the event
    - List all the things that are needed per event
    - A copy of a draft Request Form was provided for attendees to give feedback with example things to think about:
      - Do all volunteers need food handler cards?
      - Who will be in charge of the money?
      - How does money get delivered and accounted for?
- There is a need for Board Shadow positions to be filled
  - The board has fun, they make a difference, it's a great board to join and some people will be moving on next year
  - This will help provide people experience who want to be on the Board next year so they can take positions in the future and keep things running smoothly

## New Business

- Funding Requests: Oregon Battle of the Books (should become a line item)
  - Event done every year that will become a line item going forward
  - A letter was read that explained Battle of the Books
  - \$1,069.20 is the requested amount to support the program
  - The books are well vetted; unknown as to how many each grade will get
  - A teacher expressed how life changing the program is to provide kids with more reading variety
  - The books can also be bought on Amazon Thrift for those who cannot afford them (<https://www.amazon.com/s?ie=UTF8&me=A365C2XG007B0H&page=1>)
- Figuring out systems for PTO overall; concessions, Volunteer Request Form, others
  - There are multiple events (grad night, staff appreciation, OBOB, Shakespeare, dance west, jazz, etc.) and the PTO wants to help do fundraising to help them, but not swoop in and run them
  - If there is anyone with experience, it would be appreciated if they would step forward
- Spectacular, Spectacular
  - Skipped until later – see below
- December Staff Appreciation plans
  - Cookies last year; no complaints
  - Staff is 60 people
  - Question: Do they have to be store bought?
    - No. Ok to have home made cookies for adults. Kids have to have store bought.
  - Decision: We'll do the cookies again
  - An email will be sent through Better Impact to all parents once the date is determined (close to end of school with consideration that it doesn't impact other events)
- Fat Shaming/Bullying – Beginning to formulate ideas around how to address this
  - Skipped for this meeting

## Reports

- Student Government
  - Kelton couldn't come today to give a student government report
- Principal
  - Kulia reported that 8<sup>th</sup> grade had PSATs today (11/13), lunch then went to class
  - 11/14 is Junior Mock Interviews; 30 minute opportunity to practice interviewing for a job (general jobs, nothing specific). Volunteers that kids don't know, and the Super Intendent, will do the interviewing.
  - 11/14 Mean Girls movie night
  - 11/19 @6pm Choir teacher will be giving the kids an opportunity to sing
  - 11/20 is Capstone Lunch with advisors.
  - 11/20 has a Walk with Me Campaign presentation along with police officers coming to discuss safety.
  - 11/20 Jazz concert @ 6:30
  - 11/29 information night for kids looking to attend ACMA next year

- 11/30 Tree Lighting – choir attending
- 12/5 Classical Alive
- 12/7 Coffee @ 7:30am
- 12/18 Winter Music Concert @ 7pm
- Treasurer
  - Taxes are finalized with CPA; just need to be signed and sent in
    - Next year will be easier with the new system
  - Fundraising: \$1,370 for Write a Check Campaign just came in; before that the treasury had \$6,530 out of the \$15K goal
  - Question: Where do we bring box tops?
    - Susan will check with Margaret.
- Volunteer Director
  - Linda is not at the meeting to report
  - She's been working to get all the kids signed up and volunteers in the system
  - She's meeting with groups of people to help them get into the system, and she can be directly contacted to help individuals
  - She is helping to figure out the hierarchy for events and assigning people to them
- Fundraising Coordinator
  - Katherine couldn't attend tonight
  - She thought of 6 different committees for the Spectacular Spectacular
  - Susan would like people to tell us their skillset and how they'd be able to contribute so organizers can determine if that would be useful and if they would be in a committee or maybe a standalone volunteer
  - The Family Fund isn't where we'd like it to be, because we'd like to get a minimum dollar amount for each child. If you do charitable giving at the end of the year, consider this fund.
- Media/Communications
  - The Website was updated in October and has the domain purchased for 3 years (many kudos on look and usability)
    - Kept old website live but you can link from it to the new site.
  - If anyone has expertise or passion about media and communications, Jen would like to hear from you. Her skills are not in tailoring messages for ACMA families.
- PTO Committees
  - Grad Night
    - Tina (who couldn't be here) has an idea about a new venue because Conestoga raised their rates by \$1,400.
    - We now own 8 giant bubble suit for kids to bump into each other with because it was cheaper to purchase than rent, so they can be part of Grad Night.
    - Tina could use some help if anyone wants to help out.
    - Maybe Super Play – looking there.
  - Graduation Senior Breakfast
    - No lead on this yet.
  - Art is my Voice
    - Not till Spring so not discussing tonight

- Spirit Wear
  - Open; there's a site to buy swag
  - Swag's purpose is to build spirit – doesn't make a profit
- Staff Appreciation
  - No lead here either so looking for assistance
- Spectacular Spectacular – Friday May 17<sup>th</sup> & Saturday May 18<sup>th</sup>
  - All school, every department, all family members - a “no one left behind” event
  - 2 nights
    - First Night: Family Friendly and shorter
    - VIP Night: Experience is TBD with 2 intermissions each having an hors d'oeuvre (one savory, one sweet)
  - Replacing the traditional Auction because the auction idea is spent
  - Dance performances, art for purchase, spoken word... something that supports everything at ACMA
  - There is a lot of staff enthusiasm
  - Showcase ACMA over the years and allow kids to showcase their skillsets through participation
  - Don't know what roles we need but people with talent are asked to step up for any assistance
    - Parent volunteered that if several students came up with jewelry designs, he'd make it for auction that night
  - Artwork contest by students and staff voting
  - Will have to pay a caterer or find a professional kitchen where we can cook ourselves
  - Will hire a stage manager to take the pressure off someone with no experience
    - Parent mentioned his wife has experience with this
    - Susan said there's a Teacher Committee meeting; she'll bring this up
  - Suggested committees:
    - Planning group
    - Promotions Group (posters, banners, tickets, invitations, social, web) of 3 people
    - Sponsorship group (cold call businesses to sponsor “things”) – couple people
    - VIP Experience
    - Event Volunteers for Set Up/Clean Up – people for before and after
    - Raffle/Silent Auction Committee- there are free online auction programs to help support this coming in April; the other program goes offline in March
      - Unlike the normal auction consisting of donated baskets full of soaps/lotions/etc., they want to auction big ticket items that pull in higher dollars
  - Ticket sales is where we'll make the money.
    - \$60 was too much per person in the past.

- Maybe an adult price vs a kid price. Maybe a family rate. All TBD. Just want everyone to be able to come.
    - They want to allow people who cannot make every event be able to attend this which covers all that ACMA has to offer.
  - 400 seats would pack the event (x2 nights)
  - Looking for someone with a graphics business who could donate printing efforts
  - Struggle with getting sponsorships (parent comment). They may already be sponsoring other things.
    - May also need to know who NOT to approach because they're already sponsoring other ACMA events and this committee may not know it
  - Parent suggested a comprehensive list of the need sent by email would be beneficial so people can append their skillsets to the need.
  - Jen will send out a FB message with the committee list and ask for people to volunteer to be on any committee or note a generic skillset that may be able to benefit this event.
    - Respond to Carol @ [carolc@comcast.net](mailto:carolc@comcast.net) or call/text
  - Teachers will begin talking to students about the event.
  - There will be no alcohol so that families/kids can attend and not have to quarantine the children away from the alcohol.
  - Maybe will have a Save-The-Date sent by Thanksgiving but no guarantee as to if that will happen.
  - Carol will make copies of the list of committees for the board and staff so the lead of each committee can get in touch with those who volunteer.
- Open questions:
  - With this being the last year for this building, is there going to be an alumni list?
    - There may be an Alumni FB page they can get connected to.
    - There are plans in place to celebrate ACMA with alumni so they can be a part of the move, the updates and then what the school will look like after the remodel.
    - Kids and parents are already concerned about the art on the walls.
      - Some can't be removed due to asbestos, but pictures of them can be taken and framed for the new building.
      - There are bits and pieces that can be kept but other items may need to be memorialized in other ways rather than kept.
    - In the new building, there are ideas about what can be done to transfer what's here to there and then back again.
- Meeting adjourned 8:10pm