

**ACMA PTO Meeting Minutes  
December 11, 2018**

Attendees: Carol Biederman, Jami Curl, Catherine Healy, Jen Fife-Adams, Lisa Nilsson, Bjorn Paige, Catherine Reynolds, Jennifer Means, Jeannine Anderson, Seona Zimmermann, Jim Weider

Carol called the meeting to order at 7:13 p.m.

Carol motioned to approve November's minutes; Catherine seconded the motion. The minutes were approved.

Carol asked the attendees whether they would be willing to move Grad Night as there are issues with finding an affordable location and with the schedule of the existing Grad Night coordinator. There was not strong support for that idea.

Carol asked again for individuals to consider being shadows for all the Board positions. Catherine suggested we go back to the pool of people who signed up in September as possibly interested in volunteering on the Board.

**New Business:**

- There was a request from Gillian for transportation to Western Oregon University so that students can have a college tour: \$600 for two busses to take students. Gillian also requested that we make this a permanent line item on the annual budget. Carol motioned that we fund it; Jen seconded it. Funding this expense was approved. Jen will post it on the website.
- December staff appreciation: ACMA families will bring cookies to the kitchen to assemble boxes for teachers. Need to be delivered Thursday afternoon and Friday morning.
- Last week, had a parent reach out to see if anyone on the PTO would be willing to organize a group of students to attend Wicked or Aladdin. Group tickets are discounted, and you get to buy them before they are available to the public. Jen and Jim will meet afterward to see if the theater teacher can help. Bjorn indicated that the Max works well to take a group of students downtown, provided there are other adult chaperones.
- Sock and mitten drive is upon us! Jen will post a call to action on the website. Middle schoolers to bring mittens; high schoolers to bring socks.
- Principal's Report (Bjorn):
  - o Three important dates coming up:
    - 12/18 – Winter Show in the PAC
    - 1/10 – Hamlet opens
    - 2/1 – Opening up Quonset hut to alumni; it will be a time to tell stories and will be captured on video
  - o Bjorn talked about ways the school/administration are trying to preserve the artwork
  - o Bjorn had administrators in to tour the school today; after classroom visits, one comprehensive high school principle was reflecting on something he had seen in classroom; called out the best teacher he had ever seen. 😊
  - o Boxes arrive in January to begin packing up the school.

- Treasurer report: Carol hit the highlights from the income statement provided by Damarise who couldn't be present.
- Volunteer Coordinator report: Linda Nezbeda couldn't be present. Carol stated that we began using the volunteer form that was discussed/distributed last week. It's still not perfect, and she's open to feedback. Jen asked if she could put it up on the website, and Carol said agreed.
- Fundraising Coordinator report: Catherine shared that we are half way to our goal for the Family Fund; corporate donations are coming in, so keep the matching funds coming! Catherine suggested adding a matching reminder to Facebook.
  - o Shawna raised a concern that theater parents are doing all the concession work but the money is going to the PTO. She added that that parents and grandparents are the ones buying the concessions with the understanding that the money goes back to the theater group. It was the theater program's biggest fundraiser. Catherine indicated that Hennessey said this wasn't a fund raising year for the Theater Group so it hasn't taken from the Theater Group this year.
  - o Catherine explained that parents and teachers have said we should break down walls between programs. So, the idea was that if concessions becomes a PTO event and we pool our fundraising, we could do more for the whole school, not just individual silos. One challenge is that we don't have a system in place for the accounting of it (cash box, security, locked closet, etc.). We also don't have Better Impact set up so that it asks for certain types of jobs such as concessions; today, BI asks for areas you'd like to volunteer, such as Theater.
  - o Bjorn called out that some shows don't have intermission, so those cannot take advantage of concessions (e.g., 6<sup>th</sup> grade choir concert).
  - o Catherine noted that 50% of concessions go to the show's department.
  - o Carol asked if there are any concessions for the Winter Show. We need to determine whether there will be an intermissions so we know whether we need concessions.
- Media/Communications Coordinator – Jen posts to Facebook and updates the PTO website; she has tried to make consistent posts to get attendance at PTO meetings. Jen indicated that when make multiple posts on the same topic, gets better visibility. Also learned that if attractive graphic, people are more likely to view. On Giving Tuesday, we raised \$200 for PTO because #givingtuesday was shown to everyone by Facebook. Facebook will post videos to everyone's pages. Jen made a plea for videographers to make videos that we can put on our page.
- One parent indicated that Findley blasts emails for fundraising and it is very effective. Jen put a plug in for a Media/Communications Coordinator shadows.
- Committees:
  - o Spectacular: for people here at last meeting, Carol has captured their info, and she asked that people please double check it.
  - o Staff appreciation: Carol taking lead while we wait for a Lead to appear

1/8 – PTO meeting

1/11 – First Friday will coffee with Mr. Paige at 7:30 a.m.

The meeting adjourned around 8:15.