

ACMA PTO Meeting Minutes
June 12th, 2018

Attendees: Nicole Sage, Carol Biederman, Catherine Healy, Lisa Nilsson, Isabel Kristensen (student), Kathy Leis, Leslie Swinford

Carol started the meeting at 7:00

Nicole motioned to approve the meeting minutes from May; Catherine seconded; May's meeting minutes were approved with minor corrections.

Old Business

No new committee members to be voted on.

The team discussed changing the night on which PTO meetings will be held. For now, we will keep it on Tuesday nights.

Planning and budgeting:

- Catherine mentioned that Damarise is looking into software that will help us keep our books electronically. Estimated cost is \$400. Would need to work with our accountant to set it up, after which Damarise or other Board members could create reporting.
- Carol nervous about tackling an auction again next year. Catherine suggested adding "write a check" to the system so that parents can donate at the beginning of the year. We agreed that we need to make fundraising a more widely known issue. Carol asked us to think about who might be a good individual to run the auction or a large fundraiser.
- The group discussed the possibility of having an online auction in lieu of a physical auction. Catherine also suggested looking to the district fundraising software package (Fundraize). For the fall, may be able to use SchoolAuction.net, as our license is good through March or April.
- Kathy suggested telling parents where their funds will go if they donate (e.g., to art literacy) when we ask them to write a check.
- The group discussed having an art sale or art auction with student art.
- Catherine shared the Blazer fundraising opportunity in which students can sell candy at the game in a special section set aside for PTO groups.
- For Back to School night, we discussed having a table in the line by the parents so the PTO and all the initiatives we support are visible.

The group discussed the difference between Dance West and the Dance Department and how the PTO supports each. Catherine explained that non-profit groups like the PTO have to be used for student

enrichment. As a PTO, we need to decide whether enrichment really is our objective; if so, should be looking at trips, speakers, etc. Also, need to understand what departments' needs are so that teachers aren't left paying for supplies out of their pockets.

New Business

Isabel Kristensen came to the meeting to discuss the Art and Literary Magazine. She indicated that they received funding last year and would like to request funding again for 2018-2019. She sold approximately 800 copies this year. Catherine suggested getting it added to the system so that it is viewed by parents during the registration process. She will discuss with Margaret. Kudos given to Isabel for the quality of the publication and to Cedar House Media for their production.

Carol stated that she'd like to rehabilitate the PTO and improve our reputation so that aren't viewed as an organization that supports only Dance West and Orchestra. Need students/parents to understand that we do so much more (e.g., graduation, grad night, staff appreciation, etc.). We need to get the word out that there are many opportunities of all sizes to volunteer.

Carol asked that as we work on various initiatives or committees, we document the key steps/important instructions so that the following year's resources have direction.

The group discussed what we did well. Leslie appreciated how everything came together at the end of the year with senior breakfast, graduation, etc. She also like using the water coolers/paper cups rather than water bottles. Carol was grateful for the teacher appreciation efforts that Leslie organized; the work that Catherine did around fundraising; the work Kathy did for the Theater group.

Upcoming dates

The group landed on two dates as possible times to meet to discuss next year's budget and fundraising.
July 2 and July 17

Meeting adjourned at 8:11 p.m.