19400 Tomlinson Road

Westfield, IN 46074

(317) 867-8603

**Monon Trail Elementary School PTO Board Meeting**

April 8, 2020

4:30 pm- Via Zoom

1. **Attendees: Carrie, Stephanie, Tricia and Sheri**
2. **Meeting Open**

Board Members

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| Carrie Woodruff | Tricia Williams | Stephanie Addington | Kate Ellis - not present |

Principal/ Staff/ Teachers - not included in this meeting

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| Dana Dietz | Hether Darnell | Stacey Kraus |  |

1. **Agenda Items:**
2. Determine steps to officially appoint Sheri Treasurer and move Kate to Assistant Treasurer per Carrie’s conversation with Kate on 4/7

3/10/20 Board Meeting – Carrie Woodruff (President) Nomination of Treasurer, The Executive Board voted to appoint Sheri Faulkenburg according to Article VI, Section 1, and Section 2

1. Financial To Do’s Reviewed by Carrie Woodruff
	1. Reconcile Receipts to all transactions on bank statement
	2. Print out/file electronic receipts
	3. Match Teacher Grants and Receipts
	4. Tag any outstanding items
	5. Determine Outstanding Checks
	6. Create April Cash Flow
	7. Update Budget Projections for the rest of the year
	8. Set up a timeline/projected date to convert to Quick Books Pro
	9. Begin to think about process for teacher grants next year
2. Identify Items needed to be taken out of PTO room Discussion to donate items that will not be used this school year.
	1. Frappes
	2. Popcorn
	3. Determine Expiration on Juice Boxes and Skinny Pop
3. Teacher Appreciation –
	1. Order Amazon gift cards
	2. BN gift cards May
	3. Flipgrid videos Flipagrid – Post to FB
	4. anything else? No additional items discussed
	5. Plan for return to school - welcome back appreciation To be determined by District likely 1st/2nd week August
4. Fundraising for Next Year - Family Donations/Corporate
	1. List of “ways” to donate and what that layout may look like
	2. Add Buttons for Corporate Donations
	3. Begin corporate fundraising in May/early June? Create list of target contacts
5. Identify Events we want to do next year
	1. Back to School Night - going to be set at the district level
6. Newsletter - when do we want to send something to families this year?
7. Additional Items Discussed: CW- Change process for Teacher Grants options include:

Teachers spend own $$ and PTO will reimburse or Board will Purchase items requested on Grant. Dispurse Grants via Venmo verse checks

Establish a Junior Board and possible Nominations for 2021 PTO Board