

## **West Aurora PTSO Minutes October 14, 2020**

### **1) Welcome & Introductions**

**Zoom Meeting called to order at 6:06 pm by Sandy Garcia.**

**Attendance:** Penny Bantz, Pamela Childress, Sara Comfort, Alyssa Dalicandro, Sandy Garcia, Jennifer Hannon, Erica Kegarise, Margaret Patterson, Susie Runge, Tamara Scott, Susie Shire.

### **2) Approval of Minutes: May 18, 2020 meeting**

- Motion to approve minutes by Pamela Childress.
- Seconded by Sandy Garcia.
- Approved unanimously by voice vote.

### **3) President's Report (Sandy Garcia)**

- Will review budget and activities next month for remainder of year; looking for suggestions on doing something for the teachers.
- Officers finalized for calendar year as of Oct. 28: President Sandy Garcia, Vice President Jennifer Hannon, Treasurer Tamara Scott, Secretary Margaret Patterson

### **4) Activities Report (Erica Kegarise)**

- I am usually a big planner, with a calendar mapped out for the year. I am now taking things one month at a time, and sometimes day by day.
- Regarding Homecoming: football has been moved to Spring 2021. I hope we will rally around that schedule for some sort of Spring Fling Homecoming: Powder Puff competition - relays vs. flag football) – concessions. Food Truck Festival could be held, though spaced out over our campus.
- I appreciate PTSO's support with Boos Fest – that was a quick, engaging activity. There were 100 signs that delivered Oct. 1 – each House identified 20 kids per house (100 total) – with the kids passing the signs along to friends and forwarding photos to Erica Kegarise. Erica has received 720-some pictures thus far. First week's winner was the Sophomore Class of 2023.
- Student Council is putting together a West Fest for the first week of November, Friday, Nov. 6.
- Organizations and clubs – some meet virtually, and some meet on campus after school.

## **5) Treasurer / SCRIP Report (Tamara Scott)**

- PTSO eVote supported Boo Fest: 8 yes, 1 no. PTSO supported the Boo Fest with \$443.75 (1/2 the cost of the signs).
- I transferred SCRIP profit of \$1,010.80 to this year's PTSO's books.
- Amazon Smiles: remember to select PTSO as your charity, and we get donations based on your purchases.
- SCRIP sales –we netted \$140 from last month's one-day special, with just seven families participating.
- Pamela Childress: still has \$150 check from her church match from last month's restaurant fundraiser –drop the check by Tamara's house.
- Special Event / Director & Officer Insurance premium was due in October. I renewed it (\$145 for the year, unchanged from last year).
- Annual Report for Illinois due. Also need to renew our tax-exempt certificate (expires this year) but all the old contact information is no longer valid for us.

## **6) Members & Volunteers (Sara Comfort)**

- To date, \$240 in parent/student memberships through RevTrak, \$10 staff membership, and \$10 in donations, for a total of \$260, which is way down from last year.
- Drafted a membership letter to send out.
- Appreciate any suggestions.

## **7) Graduation Signs (Susie Runge)**

- As of July 9: the sign inventory at the high school: 96 stakes, 117 signs.
- Total Sales April-June 2020: 509 signs processed, \$5,070 collected, less \$2,750 (cost), total net profit \$2,320. Back out \$300 for Square charges, so we netted just over \$2,000. Tamara did a terrific job of promoting, invoicing and setting up sign pickups.
- Parents have already inquired about the signs for this year – but some folks are anxious to buy now to support their senior. Need to get more signs ordered for this year – have usually ordered 250 (minimum). Tamara will work with Susie to show her process.
- This spring's invoicing and use of Square was intensive work for Tamara; may want to set up order taking through RevTrak to handle orders and money, and then have reports come to someone to arrange for the pickup (likely at the high school).

## **8) SCAC (Penny Bantz)**

- First meeting is later in October.
- Will plan to give bullet-points of meeting highlights from each month. If you want something different, let me know.

### **9) Student Representative (Allysa Dalicandro)**

- Can seniors graduating in December pick up a sign? Absolutely! Contact Tammara or Susie Runge.
- Nothing else to report.

### **10) Adjournment**

Motion to adjourn by Margaret Patterson

Seconded by Susie Runge

Meeting adjourned at 6:48 pm by Sandy Garcia

Minutes submitted by Margaret Patterson