

Sycamore PTO
Meeting Minutes
Tuesday, February 13, 2018

Call to Order – 6:30 PM

Position Updates

• **President / Treasurer Update – Lauren Stahl**

- Bylaw amendments (Handout)
 - Added option for President and co-President
 - If a co-President is not elected, secretary or treasurer may also serve as a vice president if the board deems necessary
 - Merged Corporate Donations and Promotions positions together
 - Added position of Hospitality Coordinator
 - Clarified possibility of board and public nominations
 - Changed election month to March
 - Motion to approve, seconded; bylaw amendments approved
- School supply kits
 - PTO is resuming responsibility for school supply kits; currently “shopping around” for distributors, would prefer one for which contracts are not required
- Staff luncheon – Thursday, March 15, 2018
 - Baked potato bar; baked potatoes will be provided by Cheryl Burke
 - Will be asking for parent donations for salad, toppings and desserts
- 4th Grade Farewell
 - Currently selecting a theme
 - Searching for fourth grade parents to assist and third grade parents to shadow
 - Working with other schools to obtain discount for t-shirts
- Treasurer’s report (Handout)
 - Most income from craft fair; additional income from Box Top collection and Kroger
 - Most expenses for Mrs. Bonilla to cover Art to Remember and art supplies
 - Approximately \$10,600 currently in account

• **Fundraising Update – Chandra Burry**

- Sycamore Springfest
 - Sign Up Genius
 - Parent involvement has been steady; some spots still available
 - Donation collection
 - Can collect from teachers any time; e-mail PTO account for pick up

• **Activities Update – Erika Pike**

- Sycamore Talent Show
 - Thank you
 - Almost 300 people in attendance; increase from 180 last year; fantastic teacher support

- School support
 - Great school spirit; many students in attendance to support friends
 - Lessons learned
 - No concessions or intermission; stricter audition guidelines; acts will be cut to 1 minute 30 seconds
- Sycamore Springfest
 - Vendor registration (Handout)
 - Vendor spaces sold out; large variety
 - Spaces will be set up throughout the school for visibility
 - Silent auction
 - Baskets
 - Starting bid will be 30% - 40% of the actual value; bidding increments will be specified on bidding sheet
 - Timing
 - Auction closes twice, once at 11 AM and once at 12 PM; closings will be color coded
 - Children's activities
 - Thumb print art
 - Thank you notes for teachers
 - Concessions
 - 11:00 AM – 1:00 PM; cash only
 - \$2 each; \$5 meal deal
 - Marco's Pizza
 - Assorted chips and candy
 - Water
 - Marketing
 - Color handouts available for community posting; black and white handouts will be sent home with students
 - Suggestion for daily announcements one week prior to event, robocall from Ms. Harris and classroom contest to increase attendance
 - Working on obtaining yard signage; stickers for students to wear home
 - Sign Up Genius
 - Volunteers requested for various stations / tasks
- **Corporate Donations Update – Cheryl Burke**
 - Sycamore Springfest
 - Donations (Handout)
 - Read sample list aloud; please let Cheryl know of any local businesses that may be willing to donate
 - Thank You letters
 - Searching for volunteers to write thank you letters to those who have donated; Mrs. Burkhart and Miss Ashby volunteered their students; additional teachers will be advised
 - Pictures of PTO events, grants and supplies
 - Will be posting pictures to promote PTO activities; please submit via e-mail if available
- **Corporate Promotions Update – Kastonia Gray**
 - Box Top contest update

- Reminder e-mail will be sent with teachers to submit Box Tops
- Goal of 5000 Box Tops set

New Business

- Open Elections
 - Co-Presidents – Lauren Stahl and Erika Pike
 - Treasurer – Cheryl Burke
 - Secretary – Kastonia Gray
 - Fundraising – Chandra Burry
 - Activities – Parmy Warner
 - Corporate Promotions and Donations – *in need*
 - Hospitality – *in need*

Motion to Adjourn – 7:36 PM

Upcoming Meetings

Please join us for our upcoming PTO meetings!

- Tuesday, March 13, 2018
- Tuesday, April 10, 2018
- Tuesday, May 8, 2018