

**Horizon Middle School
Parent Advisory Committee Meeting Minutes
Tuesday, Sept 17, 2019
Office Conference Room**

Present: Darla Miller, Nancy Shirley, Tina Dendy, Penny Hetletved, Karen Dunlap, Marijka Leibel

Call to Order: Karen Dunlap called the PAC meeting to order. We were able to record the meeting and it will be available on the website . Introductions were made of all present

August Minutes: Darla made a motion to approve the minutes. Penny seconded. Motion carried.

Treasurer's Report: Treasurer Darla Miller presented the report and it was emailed to PAC officers.

Beginning Balance 8.20.19	11,898.74
Deposits	
Gate City-reimburse for checks at old bank	25.00
Expenses	
Concessions-Doug Vanderpan	(940.19)
Gate City-checks	(22.60)
Gate City-deposit stamp	(46.96)
Raffle Ticket-printing / supplies	(496.27)
Ending Balance 9.16.19	10,417.72

- Transfer of PAC Wells Fargo account was made to Gatecity Bank. Debit card, checks, and Bill pay were set up
- Penny began discussion on how to best streamline the finances regarding concessions now that we have a debit card for PAC. Suggestion was made to set up Sam's account to decrease need for reimbursement. Darla will check into that possibly. Also Penny and Darla mentioned that invoices are not coming with cash deposits from concession sales. Darla will check to see if that can be reinstated this year.
- Penny moved to close Wells fargo account and transfer all funds to Gatecity Bank, Tina seconded. motion carried.
- Penny moved to approve the report and Nancy seconded.

Administration Report:

- **No administrators were able to be present**

Activity report:

Raffle ticket kickoff: Karen stated that the Raffle Kickoff has begun and communication with Husky Ambassadors is now in place for signing out extra tickets in the lobby. Tickets will be sold until Oct 25th and drawings will begin Nov 4th. 3 raffle tickets were sent home with each student to sell. Tickets are 10.00 each.

Reconciling tickets was explained and volunteers will be needed for that process. 1-2 volunteers a week will be need to count money and reconcile tickets. The time is flexible, please contact Karen if you can help. freckles_19@icloud.com

Old Business:

- **2019-2020 Budget review and approval:** Darla reviewed Budget and allocations for expenses. Changes made to raffle prizes total. Penny made a motion to approve budget with the changes made to consolidate all student prizes to one line. Marijke seconded. motion carried.

HORIZON PAC
2019-2020 Budget
Prepared by: Treasurer- Darla Miller

Income

Raffle Fundraiser	21,000.00	\$21,700 in 2018-2019
Concessions <i>(net of expenses)</i>	1,000.00	
Misc. fundraiser-Sky Zone, Spirit Wear, Sox	<u>1,000.00</u>	
	23,000.00	

Expenses

Teacher's Conference	100.00	Taco Meat	
Raffle			
Permit	25.00		
Printing	475.00		
Team Parties	600.00		
Raffle student grand prizes	690.00		
Raffle Winnings	<u>4,000.00</u>	58 Drawings	<u>5,790.00</u>
Office Supplies	25.00	includes stamps/envelopes	
8th grade farewell	1,000.00	\$250/ homebase, \$500 party items	
Counselor's fund (\$500 annually)	500.00		
Wishlist	12,000.00	Per 12/2018 PAC meeting-80% of the net profit from Raffle	
	<u>19,315.00</u>		

Request was made by Mr Blanchard to split the concessions profit 50/50 it was previously 60/40 with student activities. PAC will reassess our expenses before deciding about this request, as PAC purchases the supplies for the concession stand at Horizon.

- **Buffalo Wings and Rings/Texas Roadhouse Fundraiser:** Wings and Rings fundraiser is tomorrow and Oct 16th is the next one. The Texas Roadhouse dates are not set up yet.
- **Spirit gear:** We have realized that student name and home base was not asked in the original order. Pure Country is going to email parents to attempt to obtain that information so we can pass out gear. Orders should arrive next week
- **teacher appreciation:** 8th grade parents should receive an email regarding teacher appreciation meal today/tomorrow
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New Business:

Husky Hope: will be deferred to next month agenda

BPS Strategic Planning Committee: Karen attended focus group with other PAC parents from various schools. Karen will continue to attend those meetings and appreciates all feedback to bring to those meetings from Horizon parents.

The next meeting will be Oct 15 at 12 pm

Respectfully submitted,
Nancy Shirley
2019-2020 Horizon Parent Advisory Committee Secretary