

East Olympia Elementary PTO Meeting Minutes
December 15, 2021 - 4:00 pm
EOE Library

These minutes are a draft until approved

1. Call to Order 4:06pm

2. Welcome - President Desirea Marrs 4:07pm
 - Introduction of Officers and members present: Rachel Cox, Teres Stricklett, Diane Murrey, Rana Longworth, Penny Kocan, Sarah Smith

3. Principal's Report - Kaila Bell 4:08pm
 - Enrollment is 525
 - The Door Decorating Contest was a HUGE hit!! The Superintendent and school board member, Melissa Beard, came to see the doors. Sarah Smith said the kids were SO excited about the contest.
 - Thanks to the PTO for all the treats for the staff this morning.
 - Friday is the last day before break and we return on Jan. 4th.

4. Approval of November Meeting Minutes 4:12pm
 - Minutes were approved as presented

5. Treasurer's Report - Teres Stricklett 4:13pm
 - We have \$29,849.31 in the bank
 - \$152.54 from Amazon Smile and the Fall Fundraiser check was deposited, which we will need to keep separate and only use to reimburse teachers.
 - Reimbursements - J. Mettler for books for kids, R. Crawford for supplies, M. Borden for Quickbooks.
 - Regarding the signature card at the bank, all signers will remain the same and Diane Murrey, PTO Vice President, will be added to the account at Olympia Federal Savings.
 - The P.O. box is \$116/year. Do we need to keep it? We had 3 pieces of mail in 6 months. The box has expired, but the post office is waiting to hear if we want to keep it or not. Is there any reason legally we have to retain the box? If not, should we close it?

- Meghan's accounting firm can do the taxes for free. Teres has not done taxes and isn't in a position to do them. Motion to approve Meghan Borden's accounting firm doing PTO taxes was proposed and passed.

6. Current Business

4:17pm

- Monthly Newsletter - Teres asked if we could do it as a text. It was determined it would be good to have it in print and digital form. Sarah Smith suggested we do it 3x a year as there probably isn't enough information to do it monthly. Motion to approve a newsletter every 3 months, making free copies at the library which will be coordinated by Diane Murrey, Rachel Cox, and Phallon Cavelli, was proposed and passed. Penny can send it in digital form as well. We will start in January.
- Valentine's Fundraiser - It was asked if there is a sweets exemption. Rana raised concerns about pressure on families to purchase. We need to ask Patty what she thinks. Motion to approve the Valentine's Fundraiser pending Patty's approval and allowing Kaila Bell to suggest families we could assist in purchasing for their kids, was proposed and passed.
- Read-a-thon - Sarah Smith said the company is great. It was a big success at her old school. Kona Ice was a great school prize for meeting their goal. Motion to approve Read-a-thon was proposed and passed. The majority would prefer to utilize all aspects of the company as opposed to doing most of it ourselves.
- Patty arrived late due to a meeting and we asked about the Valentine's fundraiser - she said it would be an equity issue so it was decided we shouldn't do it.
- Monthly Spirit Nights - Diane will look into it. Rana said she'd help.
- PTO shed lock - Desirea said we need to order a new lock for the PTO shed as it's been left open and she thinks a kid may know the combination, but we have no evidence of this. Patty suggested putting a key lock in addition to the combination lock. Motion to approve purchasing a key lock up to \$50 was proposed and passed.
- Reviewing Bylaws - we need to review the bylaws. It was decided we would all review them and bring suggestions for changes to the January meeting. Can we post them on Facebook? Are they on Google Drive?

7. Old Business

- Pacific Northwest Theatre - Meghan has a call into the owner - we will revisit this at the January meeting

8. Additional Agenda Items

- Sarah thanked us for posting about the pajama drive. They were very excited about getting 150 pajamas to donate! Patty said next year she'd like to make it a school-wide pajama drive.

9. Next Meeting Date - January 19, 2021

5:03pm

10. Adjournment

5:04pm