

Youth Middle School PTO Executive Board Meeting
July 9, 2024
Location of meeting: YMS 1804 Hwy 81 Loganville, Ga 30052

People in attendance: Mr. Todd, Shea Gibson, Becca Payton, Abbie Lacayo, Christie Clotfelter, Kim Wilson, Josh Wilson

Call to Order time: 12:20pm

Pledge of Allegiance

A Quorum was declared (3) 4 present

Approval of Agenda (current)

There are no previous minutes to approve.

There is no old business to approve.

New Business

This board is newly established by David Todd YMS principal and Shea Gibson Walton County PTO Liaison.

President: Becca Payton

Vice President: Kim Wilson

Secretary: Christie Clotfelter

Treasurer: Abbie Lacayo

Adopting By-laws discussed and a copy will be sent to all members from Shea Gibson to review.

- Adopt a Handbook for executive board members: **vote yes: 4 no: 0 not present: 0**

Business Tools

- Forms to use from PTO Today for any monetary actions were shared.
- Securing a new EIN: Becca will work on this.
- Bank account and signatures: Once EIN is secured Becca and Abbie will go to the bank to set up a new bank account with a letter from Mr. Todd.
- Point of Sale and online store options: Options were discussed and we will come back to this at a future meeting.
- Quickbooks has been generously donated for the 2024-2025 school year by Push Motion and the admin account will be YMS PTO email.
- District Website: We will have a website however the district website cannot run a store.
- District Email: Josh Wilson has set up the new email yms.pto@walton.k12.ga.us Access to executive board will be available once a new password has been secured.
- Social Media and Admins: Josh Wilson, Technology Coordinator and executive board members will be administrators on social media pages. Would like to add a small business post once a month where people can post their local small businesses on our social media post. Want a facebook page not group and for it to be open to all.
- Volunteer Sign-Up: Hopefully can be done through the new website and we would like to establish a Volunteer Coordinator. We will have volunteer signups printed and out at open house.

Decide on Fundraisers and Potential Date to Submit for Approval

- Membership Dues: Only offer 1 year membership for families for \$10 and \$5 for staff. The families that have joined the past PTO will be honored. Discussed incentives for teachers to join and for families to join. Abbie will donate golden apples to teachers who join PTO. Becca will donate stickers for families who join PTO.
- Open house: Banners and balloon column hardware have been secured for open house.
- Spirit wear: 2 graphics options will be offered and a signup will be at open house for purchasing. We will get pricing options from 3 vendors for t-shirts, long sleeve shirts and hoodies.

- Dance in October – 7th & 8th grades: We are looking into dates in November to have a fall dance. We need to consult school calendar and sports calendars.
- Holiday Warehouse: TBD
- Grinch Grams: They were profitable last year and we would like to continue.
- Spirit Wear Contest: Table discussion until next meeting. Mr. Todd would like explicit parameters for this contest.
- Lucky Duck Grams: They were profitable last year and we would like to continue.
- Spring Dance with FFA 6th & 7th grades: Table discussion until next meeting check with Ms. Dorminey and see what she may want from the PTO.
- Yard signs: We would like to continue this and will discuss further at another meeting. We can look into getting quotes.
- Birthday Grams: Voted any money brought in for birthday grams will go towards attendance incentives and milestone incentives. **yes: 3 no:0 not present: 1** *one member left the meeting early

Suggested gifts/ other needs

- Teacher Appreciation Week – cater lunch (typically the Varsity) & gift*: We can look into other food truck options to see what is most cost effective.
- Gift Cards for Drawings and Attendance Incentives*: Mr. Todd said it made a difference for the teachers and was not as big of a turnout for students. Needs to be advertised more if we continue.
- Christmas Gift for Staff: TBD we still want to do something for the staff
- Allow Staff to Suggest Grams for Students Who Need Encouragement include this in the costs of grams

A Major Fundraising Goal was discussed. Fundraising this school year will be for branding improvements on campus. Vote yes:3 No:0 Not present: 1 *one person left the meeting early

- Shade: We would like to get someone working on that, starting with permanent change of the building form which was given to Becca by Mr. Todd.
- Send questionnaire to teachers for their suggestions.

New Business

- Fundraiser Suggestions/Opportunities:
 - Bus driver appreciation, SRO appreciation day etc.
 - Creating coordinator positions
 - Offer to buy drinks and snacks for the field trip.

Next Stated Meeting – August 13TH, 2024, 1:00pm, YMS conference room

Meeting Adjourned: 2:12pm

Respectfully Submitted,
 Christie Clotfelter
 Secretary
 YMS PTO