

Aug 11, 2023 | [Board Meeting 9:05AM](#)

Attendees: NHES PTO Secretary NHES PTO VP Events NHES PTO VP Fundraising Webb, Laura NHES PTO President NHES PTO Treasurer NHES PTO VP Engagement

Agenda:

- **Operations**

- *Audit Review: notes from accountant:*

- Treasurer will pdf images of checks allows her to verify 2 signers on checks
- 1500 start up money from other schools listed as start-up funds now we can roll that over in our budget
- Budget approved Sept 5th but can be a live document and can be updated throughout the year and get approval for members. – just need to show in minutes as took a vote.
- Officially approve minutes and bank statements and put in next meeting minutes.
- Need to sign bank statement every month – next meeting will be July & August
- Add the cash balance to meeting minutes each month.

- *Binders* – board members, 5th grade committee, yearbook committee have them now

- *PTO Today documents*

- *Final Calendar Decisions :*

- Daughter & Son events remaining same but separate.
- Event date - February 9 & 10 – lowering the price of the ticket and will need to pay for Saturday night custodial coverage.
- Bingo Night – May 3rd make baskets for raffling off prizes

- *Budget Draft* – See attached for proposed budget attached. Changes made.

Rollover from last year - \$10,972.83

- **Open House**

- Debrief: process for membership takes too long – make it more streamlined.
- Make a raffle for in-person PTO signups.

- **Membership Drive** - Now thru end of September

- Participation Update – 8/10 – 217 memberships total - 38 staff

Marketing ideas to include kids: Physical bulletin board – ETC Morning News

- Communication Plan – membership updates periodically

- **Yearbook** cover and theme – Due: October 1 – art contest for students theme for yearbook is “Watch us grow together”

- **Community Sponsorships** Update - Ongoing

- **Newcomer Breakfast** Aug 22, 2023 9:00 AM

- Event Plan – planning on 30ish people attending. 30 minute presentation by Laura and Jessica Doughnuts and Coffee
- Communication Plan – Social Media Posts – include in Newsletter

- **Las Palmas** Spirit Night Aug 23, 2023

- Communications Plan – Flyers are going out next week and Social Media posts are set as reminders

- **Step it Up Fundraiser** Aug 28, 2023

- Event Plan – 8a-10a
- Goals - \$60k – we keep 50% so keep \$30k – more playground equipment enhancements /shade structure and technology – chromebooks grant through a dermatologist but requirements are tricky. Stenciling, basketball goals
- WORK HARD, PLAY HARD theme
- Communication Plan- get from Amber SM blast dates

- **Curriculum Nights** Aug 29, 2023 6:00 PM Aug 31, 2023 6:00 PM

- Event Plan – little video from Jessica to play for parents
- **Volunteer Kick-off/General Meeting** Sep 5, 2023 9:00 AM Sep 5, 2023 6:00 PM
 - Volunteer/Room Parent Update – populate master list of volunteers

9am session and a 6pm session. No food offered. Kristy taking minutes in am session, Mariel taking minutes in PM.

 - Communication Plans – create a graphic by August 21 for Social Media
 - Emails directly from Caitlyn
 - Social Media posts
- **Health & Wellness Screening** Sep 19, 2023
 - Event Plan (so far) – 16 volunteers – sending out a sign-up genius to volunteers
 - Communication Plan – Direct Outreach
- **Movie Night** Oct 6, 2023
 - Event Plan (so far) – Need to figure out the movie - Mario Brothers? Amy Lopez will help with getting.
 - Screen booked will need to owe half \$650 later – bounce house tentatively booked - \$393.44. Times 4:30p set-up 6pm – event starts – Movie starts at Dusk
 - Additional volunteers needed for roamers
 - Pay for an SRO
 - Need to purchase face painting and henna supplies
 - Communication Plan – Print Form needed by 9/6 Week of 9/11- Graphic with pre-sell What 5th grade needs to sell? August 28th
- **Book Fair** Oct 6, 2023–Oct 13, 2023
 - Event Plan (so far)
 - Communication Plan – sign up genius by Amber

Close of meeting: 12:18PM

Next Meeting: Sep 8, 2023 9:00 AM

