

Hiteon PTC Board Meeting

February 6, 2018

Board Members in Attendance: Alicia Schenbeck, Marilee Shafer, Megan Mumford, Courtney Geller, Amy Harrison, Kristin Glover

Book Fair

We retained all of the funds from Book Fair. The library purchased a bunch of books and they will bill us. The Library Liaison needs to follow up and make sure the library has all that they need.

OBOB

About \$850 will be utilized for books for 2018-19. The rest will be used this year for t-shirts for winners and engraving the trophy.

Movie Night Recap

We had approximately 350 attendees and overall the event was a success. The 5th graders did an excellent job with concessions and raised about \$450.. We used the PE mats and set up about 30 chairs. There was a lot of noise from the kids in the audience and a lot of moving around. There need to be cones set up around the projector next year to protect it a little better from getting bumped.

Internet Safety Night- February 10 at 6PM

Monica has been coordinating the event. Officer Cotton is set to speak. It will be held in the gym- tables and chairs set up. PTC will bring coffee and cookies. Monica will set up A/V and do intro. No check in.

5th Grade Yearbook- The 5th grade yearbook committee will be using Canva- a free online service- to layout the yearbook. There is still a \$375 gap between budget and the lowest quote we have received for printing. Discussion about how to make up the shortfall. There may be some extra funds we can utilize from the 5th grade fundraising. They had the new movie night concessions they don't usually have. The PTC budget is also doing well so there may be some places to reallocate funds there too. Decided to table the discussion until April/May. The printing won't happen until then.

Big Frog- Discussion about giving our logo to Big Frog Custom T-shirts. Ryan at Big Frog said they will set up a customer folder under Hiteon PTC, and anyone who comes in a mentions Hiteon PTC will be given wholesale pricing. A standard T-shirt printed through them would run \$12.39 and a standard long sleeve would be \$16.39. The board agreed this would give the Hiteon community easy access to Hiteon Apparel and agreed to move forward.

Volunteer pins- Volunteers have asked about the nice, metal volunteer pins that used to be give out at the end of the year. Alicia will follow up with front office to find out some background on who pays for them, what qualifies a person to receive one, etc.

Bingo Night- February 23 at 6PM

Jason Ashley seems to have things under control. Courtney will follow up with Shawna to figure out volunteer shifts in MVP.

Science Fair- March 8

Karl Meyer- has been very on top of things. We need to get volunteer shifts into MVP for him.

Donuts with Dudes- February 27 at 7:30 AM

Courtney Geller is co chair with Aaron Sarver. Aaron got in touch with Starbucks and got huge coffee/decaf and creamer/cups donated. They are arranging for donut holes or mini donuts, bananas, etc. We need volunteers to staff the event.

Chair Event Procedures- Fill them out for each event. By the end of the year the goal is to have a full book of them for people to reference in the future.

Popcorn Procedures- When the popcorn people collect the cash from the classrooms they make sure to have two people collecting funds- does one need to be a board member? After discussion it was decided that it just needs to be two background checked people.

Fun Run

- Melynda Stitt and Mike Jones are co-chairing this year. The Prize Committee is being headed by Amy Johnson. They will decide if we are going to have T-shirts.
- Corporate Fundraising Committee is being headed By Mike Jones and Courtney Covington
- They have created a letter of sponsorship and are soliciting businesses for donations. If we can get enough sponsorship we can pay for the t-shirts that way.
- Amy Harrison created 3 logos. They will be submitted to the committee and people will vote by email.
- Next Fun Run planning meeting will be February 15 at 7PM Location TBD

Treasure Report

Incoming Funds:

- Mod Pizza -375.95
- Chipotle 871.63
- Box Tops 677.20
- Popcorn- January 228.95
- Movie Night 5ht Grade Fundraiser 763.55

Outgoing Funds:

- Science Fair- 1500 check for OMSI presentation
- Room Party reimbursements

- Meghan Warren cashed out her staff account for a teacher back to school after winter break breakfast.
- Taxes

Other Business

- Henry Lewis- Requested a Home Depot card to use and submit events. After discussion the Board agreed that this would not be within our normal procedures and Henry will need to submit receipts for reimbursements.
- How to use Mod Gift Card- After discussion the Board decided to put the card toward the dinner for teacher conferences that the PTC hosts. Giovanni's will be catering. The MOD gift card will help cover gluten free pizza options for those that need it.