

Hiteon PTC Board Meeting

November 8, 2017

Board Members in attendance: Marilee Shafer, Megan Mumford, Alicia Schenbeck, Shawna Grigsby, Amy Harrison and Kristin Glover

Others in attendance: Sam Fonteo

Action Points to review- Marilee Shafer

- Food Handlers Card- Amy- complete Kristin- will do this week
- Volunteer Snack guideline- History- when they were looking at their budget and trying to tighten things down they felt like more was going to those snacks. If your kids are raising funds are you expecting them to go to snacks for volunteers. There is a line item in hospitality that was intended for that.
- Possibly start a snack cart for the PTC volunteers- stock with storable snacks. Donation bucket on it just in case.
- Revamp how we greet our volunteers. Make sure they feel welcome and that they know that their time is valued.
 - When someone new arrives introduce yourself and make sure they know what their responsibilities are for their shift.
- Courtney Covington has offered to help coordinate the snacks for Fun Run as she has done in the past.
- PTC t-shirts- \$10 per shirt- with Gear Up Sports
 - Cancel order and explore getting new shirts from another company.

Book Fair- Amy Harrison

- Overall went well. It ran smoothly and funds were raised for the library.
- The chairs were not very welcoming to incoming volunteers. This could lead to people not volunteering in the future.
- Currently there isn't any Book Fair protocol written down.
- Cash- at least two people were counting and keeping it in the locked cabinet until a deposit could be made. Amy Harrison and Dawn ??? balanced it and it all matched up.
- It should be VP1 or Treasurer to make deposits.
- Original till funds \$150 came from Megan's personal account.- there was short notice that it was needed and that was the best we could do.
 - At the conclusion of the event, all of the cash was deposited and Megan filled out a form to be reimbursed.
- The chairs are meeting soon to wrap up the event and discuss what can be handled differently next year.

Dining for Dollars- Amy Harrison

- Pizzicato is set for November 16.
 - The reader board needs to be changed. Name is spelled wrong.

Family Dance- November 17- Shawna Grigsby

- DJ/Photobooth lined up
- Leis here to hand to everyone- Courtney is getting table cloths for the welcome tables.
- Facility request has been submitted
- Marti is going to talk to Champions about being out of the gym.
- People have been encouraged to bring food to support Sunshine Pantry
- Flyers in teachers boxes tomorrow

Procedures Binder- Marilee Shafer

- Chairs need to create a written process for event and save to google drive
- Create a form for the chairs to fill out to help create a binder of procedures- Kristin volunteered to coordinate
- Provide volunteer norms- Welcome them. Make sure they know what their responsibilities are, etc.

Treasurer- Megan Mumford

- Request from Marti for Curriculum Support Funds- Requesting to dip into their budgets- they have \$2000 per grade level.
 - \$737- 2nd grade
 - \$220- 4th grade
 - Includes things like page protectors, etc.
 - Board approved
- The new 5th grade teacher- Christy Dodd- requested \$75 for Bio books and \$50 for OBOB books for her classroom library.
 - Board agreed to ask Megan to take it out of 5th Grade Curriculum Fund.
 - If not approved we will take it out of General funds.
- Megan Mumford needs someone to do the bank reconciliation with her on a monthly basis- Alicia volunteered.