Hiteon PTC Board Meeting

November 8, 2017

Marilee Shafer, Megan Mumford, Alicia, Shawna Grigsby, Amy Harrison and Kristin Glover

Sam Fonteo

Action Points

* 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.
  + 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.
* 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 old company- explore getting from another company- cancel order.
* Book Fair- Amy Harrison
  + Overall went well. Ran smoothly, made $$$
  + Chairs not super welcoming to the volunteers- could lead to people not volunteering in the future.
  + There isn’t any Book Fair protocol. Cash- more than one person was counting- keeping in the locked cabinet until they could be deposited. Amy and Dawn balanced it and it all matched up.
    - 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.
    - We just didn’t know and it was more important that they have $ in the till than not.
    - In the end all of the cash was deposited and Megan filled out a form to be reimbursed.
    - We need to have a cash handling protocol.
    - The chairs were supposed to meet to do a post mortem.

Dining for Dollars- It’s happening- The reader board needs to be changed. Name is spelled wrong.

Family Dance- November 17

* DJ/Photobooth lined up
* Leis here to hand to everyone- Courtney is getting table cloths for the welcome tables.
* Facilty request has been submitted
* Marti is going to talk to Champions about being out of the gym.
* Sunshine Pantry- food drive-
* Flyers in box by next Monday

Chairs- Written process for event and saved to google drive and shared

* + Form for the chairs to fill out to help create a binder of procedures- Kristin
  + Provide volunteer norms- Welcome them. Make sure they know what their responsibilities are.
* Treasurer
  + Curriculum Support Funds- Requesting to dip into their budgets- they have $2000 per grade level.
  + $737- 2nd
  + $220- 4th
  + 5th grade teacher- Christy Dodd- $75 for Bio books- $50 for OBOB books
    - Ask Megan to take it out of 5th Grade Cirriculum
    - If not approved we will take it out of General funds.
  + Bank Reconciliation- Megan Mumford needs someone to do it with her- Alicia volunteered.