

Hiteon PTC Board Meeting Agenda September 11th, 2019 6:00PM

Present: Kim Rivers, Danielle Kolp, Carrie Tillotson, Joni Epstein, Megan Mumford, Aaron Sarver, Brenda Montgomery

Not Present: Rebecca Kanarek

Discussion Topics

1. Budget Review and Prep for Final Vote

- Last year surplus of \$5500?
- Discussion about 5th grade income:
 - i. 5th grade income does not count toward total PTC income. It gets used at end of year for 5th grade party. There's money earned, but it offsets itself.
- New budget has us at a deficit of \$10,000.
- The differences that make up the deficit are:
 - i. Estimated income is \$68,000. Last year's income was \$79,000 (including 5th grade party income).
 - ii. \$1000 difference on total staff accounts. We're estimating staff account expense of \$12,700.
 - iii. According to our CPA, we have too much money and need to spend some. It's OK that there's a \$10,000 deficit, because we need to use up some of our surplus.
- Question on Book Fair: The money that we spend on book fair is pretty much a wash with the income earned from Book Fair. If we do make any money on Book Fair, it goes to the library and has to be spent that calendar year.
- Question on Technology: For the Apple TVs.
- Flood Relief Fundraiser: Should we do away with this line item for this school year? It was <\$1000 but more than \$500.
 - i. TBD what we're doing that line item. Joni investigating.
- Flood Relief: How do we want people to know that money is available?
 - i. Kim to talk to Meghan to let her know how much money is available, and ask what would be most meaningful to get. Is there something big that was lost in the flood that we could replace, as opposed to individual teachers submitting many smaller requests?
- Fun Run:
 - i. Need to add line item for Fun Run Vendor expense - \$1500

- ii. The expenses for Fun Run don't seem to add up to the expected amount.
 - iii. We will vote on budget as is, and make Fun Run amendment a topic for next month.
 - Room Party Reimbursement: Total cost for room party reimbursement is pending final headcounts for classrooms.
 - AmazonSmile: Last year we had \$100 in income, but only \$50 budgeted. Should we increase the AmazonSmile? Will leave as is.
2. Hiteon PTC Bank Account
- Had to close old and open new bank account due to fraudulent charges
 - Signers on new bank account are Joni, Kim, Megan Mumford (last year's treasurer)
 - Vote to approve new signers:
 - i. Carrie moved that Joni, Kim, and Megan be signers on the PTC bank account. Danielle seconded. Motion passed
3. Upcoming events
- 9/12 Curriculum Night: PTC table info in the gym
 - Gym sessions: 6:15pm and 7:45pm
 - Carrie & Kim do both sessions
 - Brenda second session
 - What have at table:
 - Volunteer computers
 - Volunteer options
 - PTC interest sign-up forms
 - Flyer on how to get background checked
 - Flyers and poster boards from social
 - 9/19 Vision Screening
 - Need 6 volunteers, 8am-12pm, Thursday, September 19th: Brenda will promote through email blast
 - Carrie can put announcement on Facebook page
 - 9/20 Popcorn Friday:
 - Needs a couple of volunteers, Brenda will send out another blast if needed.
 - Volunteer Orientation
 - Proposing Wednesday, October 2nd, 1 hour session.
 - Will try to do morning and evening session, if we can use cafeteria for morning session.

- Will have each chair talk about each program, and drum up interest for each program/committee
 - Tour, if possible (may not work during morning session)
 - Info how to do background checks and sign up in MVP
 - 10/2 Walk and Roll to School
 - Table with stickers and tattoos
 - Tracking how many people participates
 - 10/3 Picture Day:
 - Marilee chairing, need to check on volunteer needs
 - 10/14-10/18 Book Fair:
 - Laura Yarnell chairing
- 4. Calendar Review
 - TBD Dates
 - i. Colonial Fair
 - ii. Art and Culture Night
 - iii. Susan Kalis helping on nail down dates
 - iv. Clothes Closet volunteer day: the district sets the date, when is it?
- 5. Committee Chair vacancies:
 - There are still quite a few
 - We can promote via Hawk Squawk, Volunteer Orientation, Curriculum Night
 - i. For Curriculum Night, can bring committee chairs list for sign-ups
- 6. Including Green Team within PTC: Becky coming with Green Team
- 7. Reminder to review PTC to-do list and check on email accounts

Open Discussion/Feedback/ Suggestions

- AmazonSmile: Danielle will work with getting funds from Amazon set up to come to Hiteon PTC as school address.