

AG PTO Executive Board Meeting
December 6, 2019

PTO Executive Board Members In attendance: Katie Davis, Rebecca Drendel, Sallie Beason, Denise Pineno, Melissa Self, Courtney Lapham, Donna McNairy. Not in attendance: Jamie Curtis, Ghazale Johnston

Mr. Folk in attendance

Meeting began at 9:28 am

Minutes Approval

- Minutes from November approved.

Treasurer Report

- A few large requests have come in that we need to evaluate until our AG Fund money comes in. Recommend we pay \$8750 for IXL. Several items are going over budget and we need to manage expenses more effectively.
- Need to consider adopting a few MPHS processes about managing the budget – potentially update the check request form to include the current budget and the expense reimbursement requested. Also consider doing an end of year report by each committee that helps set the budget for next year (google doc). This would help committees communicate upcoming expenses that should be planned/ budgeted for next year (e.g., didn't restock folders this year but need to do it in the fall)
- This time last year we had 2 more weeks of the AG Fund campaign, we are about \$4500 down compared to where we were last year. We have 17% participation and last year it was at 19% at this time approximately. Last year, Wells matched the biggest portion (September is a match month for Wells, working to figure out best ways to get the Wells donations matched since they changed their matching process).
- Special push for AG Fund before end of year in the Bulldog Bulletin.
- Need to track 6th grade giving for future forecasting. Katie Davis created spreadsheet to make tracking easier.
- Poster machine is no longer operational. Poster machine is used a lot and we have \$4k in the budget to repair it. We bought a large amount of supplies for it this year. Poster machine is used heavily in the beginning of the year.
- **Action:** We should wait on fixing the poster maker until next month and in January decide if we should go ahead and fix it.
- Media gets \$2k from CMS for books.
- Budgeted \$800 for Mr. Washburn for running the clubs and he wants to use that money to run jackets for club leaders. Mr. Washburn has accepted a position outside CMS. Plan to give him \$400 as a thank you for his service. Not sure if the jackets are ordered.
- Not a lot of changes to the budget for clubs. Club leaders have been paid (\$400 each).

Principal Report

- Last year we gave \$40 to staff for holidays. Sometimes we give less and have party. Last year, we spent \$4800 in cash gifts and \$36 was spent on cards to enclose the cash. Mr. Folk asked the staff their opinion and several people liked going to Roosters restaurant right after school on Friday, December 20th from 4-6pm and they reserve a space. We pay for the appetizers only. We

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can also recognize Dr. Washburn's service and wish him well in his new job. The AG PTO will give \$20 cash for all ~130 teachers/ staff in holiday cards. PTO will also provide a cake and give Dr. Washburn his \$400 thank you gift (noted in treasurer section above).

President Report

- Art Committee – Art committee members would like an art display using a system of rails that will be long lasting. Dina Beelart and Monica Rouch are the Art Committee Leads. They have \$400 in the budget and are testing the rails before the make a final decision.
- Staff Appreciation Update – On Nov 20th a catered lunch was provided, staff lunch in December, Bus Driver Appreciation in December as well. (Staff Appreciation: Chlidress, Dalton, Sorel, Fuller, Setero, Sorrell).
- Received a \$5k check from the church to fund Inreach/ Outreach. Gift cards from Food Lion and sweatshirts (Inreach/ Outreach: Cathy Bradley). We are asking for the Bulldog Club to give us the sweatshirts at cost. We have \$5k budgeted for Inreach/ Outreach. In the future, we can leverage community partners for our Inreach efforts.
- Need to put a note about Moments of Hope funding the Inreach program and Vallani's Italian Bakery providing breakfast items for Breakfast club in the Bulldog Bulletin. Supported by the AG Fund link.
- Stacy Beard agreed to be the financial lead for the Bulldog Club, Stacy is coming to talk to Sallie Beason about this. In the process about getting the designs finalized for the Bulldog projects. Mr. Folk and the Bulldog Club are going to market the plans to a select group people and companies that have an interest in supporting AG Athletics.
- Discussed need for an independent project manager and attorney to review projected plans for tax/ liability implications. Need to open a separate account for donations that will be coming in.

Meeting adjourned at 10:58 am