

Minnewashta Elementary PTO Meeting Minutes

October 20, 2020

6:07pm to 7:30pm

PTO Present: Heidi Post, Andrea Bach, Brittany Yamauchi, Gretchen Padget, Cindy Andress, Barbara Seifert, Nicki Gordon, Michelle Le, Brad Bock, Molly Lusk

PTO Absent: Tara Pitkin

Heidi Post called the meeting to order at 6:07pm

I. Welcome and Introductions, Heidi Post, President

- Motion to approve September PTO minutes. Motion approved.

II. Andrea Bach and Michelle Le, VP Report

- No updates at this time.

III. Gretchen Padget, Treasurer, Treasurer's Report

- Income updates
 - Still waiting on Tonka Pride check.
- Expense updates
 - \$158 credit from 5th grade end of year party
 - \$45 monthly computer fees
- Still waiting on final Boosterthon numbers.
- We can leave enrichment budget "as is".
- Cindy used rolled over funds from previous year for school sign and related electrician bill. Ask Rachel for final Trust number as of now.

Minnewashta PTO

September Treasurer Report

October 20, 2020

We started the 2020-2021 school year on 7/1/2019 with \$26, 877.50 in our combined checking and savings accounts. As of September 30, 2020, we had a total of \$30,517.77.

Administrative Updates

- 2020/2021 Budget Review – Revised based on Boosterthon Actual Revenue

Program Updates – September Transactions

Minnewashta PTO

Profit and Loss

September 2020

	Total
Income	
Fall Boosterthon Income	470.00
School Supply Income	3,932.20
Expenses	
5th Grade Enrichment	-158.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	44.95

Minnewashta PTO

Balance Sheet

As of September 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	20,506.12
Wells Fargo Savings	10,011.65
Total Bank Accounts	\$ 30,517.77
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 30,517.77
TOTAL ASSETS	\$ 30,517.77
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	

Opening Balance Equity	24,796.87
Retained Earnings	2,155.51
Net Income	3,565.39
Total Equity	\$ 30,517.77
TOTAL LIABILITIES AND EQUITY	\$ 30,517.77

IV. Barb Seifert, Fundraising

- Boosterthon Updates:
 - Still figuring out final number. Likely around \$43,000.
 - Will need to add in cost of t-shirts and deposit for next year's event.
 - There will be an 11am wrap-up meeting with Boosterthon team tomorrow. Jenny, Cindy, and Heidi will plan to attend.
 - Will look at confirming a date for next year in the next month or two.
 - Scenic Heights Elementary also used Boosterthon this year. Could we coordinate with them next year to encourage the kids?
 - There are extra t-shirts for e-learning students. Will figure out a time for them to be picked up by parents.

V. Brad Bock and Molly Lusk, Presenting a Fundraising Idea with CIBA Solutions

- Brad is the owner of CIBA solutions. The company partners with businesses, such as Target, to help retailers best target their customers in terms of displays, store placement, and preferred products.
- CIBA maintains a database of people who have signed up to complete online surveys with their shopping and product preferences.
- Three opportunities Minnewashta PTO can earn fundraising income:
 - Get parents to join the panel. CIBA pays \$5/person for each person who signs up.
 - Answer ongoing surveys. CIBA pays \$1-\$10 per each unique survey completion.
 - Recruit non-members. CIBA pays \$1 for each survey a non-member panel recruit answers.
- This would be the first time a school PTO has signed up with CIBA as a fundraising opportunity.
- All information is confidential and there is no tracking back to your email address. Privacy policy is posted on CIBA website.
- CIBA would put the marketing out and Minnewashta could share the information on social media.
- Surveys are sent out about once a week.
- Also an opportunity to earn \$100 if participants agree to be a part of a focus group.
- What is the commitment? There is a 24% capture rate (those who stay on after their first survey). This would likely be higher if associated with PTO fundraising.
- You can choose to quit at any time.
- PTO will discuss this further and make a decision in November. Possibly do a test run with PTO members.

VI. Michelle Lee, Book Fair

- Virtual Book Fair started yesterday and continues through November 1st.
- Online fliers were sent out and email went out to all parents and teachers.
- Tara and Michelle took photos of what they have purchased for the school in the past with Scholastic Dollars earned from the Book Fair. Photos will be posted on social media to promote the event.
- Used Scholastic Dollars to purchase activities for Kindergarten English/Spanish classroom bins.
- Cindy will include book fair information in her weekly video.

VII. Brittany Yamauchi, Volunteer Coordinator

- No updates at this time.

VIII. Cindy Andress, Principal's Report

- No updates at this time.

IX. Heidi Post, President's Report

- Instead of a teacher pizza dinner for conferences, Jamie and Katie coordinated boxed lunches from Panera to go to Minnewashta and the high school (for 4th/5th).
- Moving forward with purchasing a Dropbox account for the PTO.
 - Will keep all shared documents there so everyone has access.
 - \$150 for a one year subscription with unlimited space.
 - Change password annually and only board members will have access.
- Facebook Page
 - Heidi to create a Facebook "Event" for PTO meetings that will include Zoom call information and agenda. Encourage more people to attend if interested.
- Recruiting for future PTO positions:
 - Could possibly have a PTO member attend an upcoming Kindergarten information meeting to mention PTO opportunities. There are a couple virtual meetings and one in-person.
 - Heidi could also email a flier to Rachel to have printed out for the in-person Kindergarten meeting.
- Amazon Wish Lists
 - Could teachers create an Amazon Wish List and post on Facebook for parents to fulfill?
 - Cindy said she can mention this to teachers after conferences.
 - Heidi will also draft something to be sent out mid-November.
 - Could she also include information about joining the PTO?
 - Current PTO members are asked to email Heidi with plans for involvement in the PTO next year, as well as any recruiting ideas.

Meeting adjourned at 7:30pm

Respectfully submitted by Nicki Gordon, Secretary