**Meadow View PTO**

**General Meeting Minutes**

**December 4, 2019**

**Attendees**:

**PTO Board**: Josh Gatewood (Co-President, Fundraising), Catie Kannenberg (Co-President, Communications), Lindsay Johnson (Secretary)

**Staff**: Lacey Dahl, Stacey Mellet

**PTO Members:** Laura Tapparo

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
	1. **Introductions**
2. **Principal’s Report**
	1. **Building Repair**
		1. Looking good that move back to MDVE main location will happen sometime soon.
		2. More concrete dates will be communicated within the next week.
3. **Officers’ Reports**
	1. **Co-President/Fundraising Report – Josh Gatewood**
		1. **Spirit Store**
			1. Website is down because company is partnering with somebody different. Josh is in communications to get back up and running.
			2. Will put in this week’s newsletter that it’s down and should be up and running next week.
			3. The products look like they will be similar in terms of logo, quality, etc. but have to start from scratch in terms of product selection and set up again.
			4. Will likely have to set-up new URL.
		2. **Read-a-Thon**
			1. Will start Feb 18th
			2. Read-a-thon.com is company used in past but per last year’s notes, they may take 75% of profits with school only getting 25%? Josh will double-check.
			3. At a previous school, Catie remembers having used a company called Run4Funds who also does read-a-thon.
				1. Catie confirmed with a contact there that the school keeps 75% of profits with Run4Funds.
				2. Josh may have Jenny check with Strategic Sourcing to see if this is an approved vendor.
			4. After further review, school does get to retain 75% of proceeds from Read-a-thon.com too.
		3. **Box Tops**
			1. There is now an option to add a teacher’s name in the memo section.
				1. However, Laura would have to manually sort and enter information to compile per class totals since individuals have to manually enter teacher’s name as they submit.
				2. Have to scan within 14 days of purchase
				3. Discussed one option would be to have a collection point for parents to drop receipts at MDVE for Laura to pick-up once a week. Another option would be for students to turn in to teachers. Downside with both of these is that people tend to like to keep receipts for variety of reasons
				4. Discussed having a competition with other neighborhood schools but may have to do a boxtop/student average to determine winner because Clear Sky is substantially larger than MDVE.
			2. We’ve brought in $358.50 for the year.
			3. Decided we can continue to publicize monthly but continue to have people scan their own. King Soopers linked accounts seems to be easier and bringing in more money.
			4. Laura may reach out to other PTOs in Castle Rock to see how they are handling.
		4. **Fall Fundraiser**
			1. Will put feeler out in newsletter next week to see if we can pull together Fall Fundraiser to explore several options for next year.
			2. After Day of Awesomeness, will have students vote and express their opinion on the event to help inform choice for next year.
	2. **Co-President/Communications Report – Catie Kannenberg**
		1. All information discussed in other portions of meeting.
	3. **Secretary’s Report – Lindsay Johnson**
		1. Minutes from last general meeting sent around for review
		2. Advised Bylaws and minutes available in office upon request and on website.
	4. **Treasurer’s Report – Catie Kannenberg**
		1. Reviewed **Treasurer’s Report** prepared by Heather Myhr for 10/01-11/30/19 (see attached)
4. **Minutes Review/Approval from October 2019**
	1. **Approved 6:0**
5. **Old Business**
	* 1. **Gift Card drawing**
			1. Rose Vigil won King Soopers gift card
			2. Rebecca Garrett won Amazon gift card
		2. **Grant Requests**
			1. No new approved requests for review
		3. Still working on scheduling a date for **Day of Awesomeness.** Josh will reach out to Kristyn.
6. **New Business**
	1. **Holiday Gift for Teachers/Staff**
		1. Board is looking into hiring a coffee truck or coffee catering service.
		2. Lacey advised that December 20th (no students but teachers will be working) or in January (once we get official date to move back in would be good dates.)
		3. Looked into Dirt Coffee truck, but closed for the season so maybe could utilize this vendor in the spring.
	2. **American Furniture Warehouse** will give percentage back if MDVE mentioned at time of purchase.
		1. Will add note to newsletter, can also utilize promotional materials as needed.
7. **Meeting Adjourned**

**End Time: 6:25 PM**

**Next Meeting: Wednesday, 01/29/20 at 6:00 PM at MDVE-Temporary or MDVE depending on repair timeline**