**Meadow View PTO**

**General Meeting Minutes**

**May 6, 2020**

**Attendees**:

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

**Staff**: Stacey Mellet, Shannon Brandow

**PTO Members:** Carrie Iverson, Adam Myhr, Amy Faucher, Kyle Boeglin, Kristyn Wujcik

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order**
2. **Officers’ Reports**
	1. **Co-President/Fundraising Report – Josh Gatewood**
		1. **Read-a-Thon**
			1. Next year we will do Read-a-thon as the Fall Fundraiser and a running or activity-based Spring Fundraiser event.
			2. Raised approx. $11,000 this year with Read-a-thon so great momentum with this event.
	2. **Co-President/Communications Report – Catie Kannenberg**
		1. **CO State Tax Exempt Certificate** has been approved and was sent at the end of March. It will be in the mail once we have access again.
			1. This will save money on future purchases.
	3. **Secretary’s Report – Lindsay Johnson**
		1. Nothing to report
	4. **Treasurer’s Report – Heather Myhr**
		1. Reviewed **Treasurer’s Report** from April
			1. Income: $20 Scrips
			2. Expenses: website fees $5
		2. **Book Room** invoice to arrive within the next couple of weeks so this expense can be added to this fiscal year. This was purchased out of funds raised during the 2018-19 school year.
		3. **Read-a-thon funds** from this year will be received once we have access to mail which is still TBD.
		4. We have plenty in account to cover what we need to cover in the meantime.
		5. There are a few **outstanding grants**. Typically, these purchases would have to be finalized before end of fiscal year. Due to current circumstances, however, we will postpone order until next year once people are occupying school again to avoid logistical issues.
3. **Old Business**
	1. **Minutes Review/Approval from April 2020**
		1. **Approved 11:0**
		2. As minutes were reviewed, discussed:
			1. The **Day of Awesomeness** from Fall 2019 fundraiser will be rescheduled for the Fall.
			2. The PTO granted funds to supplement bond funds that MDVE will be using for **new shade structures** and playground equipment. Due to the fact that personnel are not being allowed on school grounds presently, this project is currently pending. This project will not be announced to students at this time.
	2. **Teacher Appreciation Week**
		1. Decided that in lieu of an event for Teacher Appreciation Week this year, it would be more impactful to have a welcome back celebration at the beginning of school year to thank teachers and staff for their support during COVID crisis.
		2. This year, students are encouraged to send thank you cards, letters, e-mails to their teachers.
		3. The funds that were allocated for Teacher Appreciation Week will be reallocated to Teacher Welcome Back Celebration in the fall.
	3. **Nominations for 2020-21 PTO Board**
		1. Reviewed nomination procedure that was followed.
		2. **Slate for 2020-21 PTO Board**
			1. Kristyn Wujcik – President
			2. Catie Kannenberg – VP Communications
			3. Josh Gatewood- VP Fundraising
			4. Lindsay Johnson – Secretary
			5. Heather- Treasurer
		3. **Approved 11:0**
4. **New Business**
	1. Discussed that it would be a good idea to send out a **communication summarizing PTO’s accomplishments** for this school year.
		1. Board members will each send contributions to Catie.
		2. Catie will put together an infographic with bullet pointed information
5. **Meeting Adjourned**

**End Time: 6:16 PM**

**Next Meeting: Wednesday, TBD – August 2020 at 6:00 PM at MDVE or Zoom**