***Please note, the below minutes are for reference only. They have been reviewed by the PTO Board but will not be voted on and formally accepted until the next General Meeting on March 30, 2021\*\****

**Meadow View PTO**

**General Meeting Minutes**

**February 23, 2021**

**Attendees**:

**PTO Board**: Kristyn Wujcik (President), Catie Kannenberg (VP of Communications), Heather Myhr (Treasurer), Lindsay Johnson (Secretary)

**Staff**: Lacey Dahl, Stacey Mellett

**PTO Members:** Tiffany Bero, Kyle Boeglin, Kristen Gerstner, Laura Tapparo

Meeting Start Time: 6:00 PM

Meeting Scribe: Lindsay Johnson

1. **Call to Order – Introductions**
2. **Officers’ Reports**
   1. **Principal’s Report – Lacey Dahl**
      1. **Nothing to Report**
   2. **President’s Report – Catie Kannenberg on behalf of Kristyn Wujcik**
      1. **Review of Meeting notes** from January 2021 General Meeting
         1. **Approved 7:0**
      2. Still in need of a **VP of Fundraising**
      3. **Nominations for PTO Board** for 2021-22 school year are open so we can discuss at March’s meeting.
         1. All positions are available. We are especially in need of a VP of Fundraising and Treasurer next year. Please message through PTO e-mail or Facebook page if interested.
         2. There will be a PTO Spotlight on Facebook each day this week highlighting a different board position to communicate time commitment and expectations of each position to parents.
         3. PTO board positions will also be advertised on MDVE marquee.
   3. **VP of Fundraising Report- Catie Kannenberg**
      1. We will not be doing a big **Spring Fundraiser** this year.
      2. **Nickels for Novels**
         1. Kristyn and Lacey have been discussing with Jacki Beldsoe.
         2. Will likely happen in April.
         3. Multiple grades have identified novel sets they would like to purchase.
         4. Change wars could be done between classes.
         5. PTO support needed:
            1. Advertising
            2. Funding a reward (i.e., popsicles or a popcorn party) for the winning class.

Could do a winning class for K-3 and a 2nd winning class for 4-6.

* + - * 1. PTO agreed to support the school in this way.
      1. Lacey will speak with Jacki to solidify plans and set goal based on past events and will communicate back to Catie and Kristyn.
      2. Stacey suggested name change to Change for Chapters
         1. PTO agreed we like the suggested name change.
    1. We will continue to promote **shopping rewards** on Facebook and in the newsletter. This source of income will be especially important since no Spring Fundraiser is planned.
    2. Should we be promoting downloading **Boxtops App?**
       1. Participation has gone way down since they transitioned to app instead of physical Boxtops.
       2. PTO discussed that app is not very user friendly so may be more beneficial to focus on our other shopping rewards options.
       3. Heather received a bunch of Boxtops that had been turned into MDVE office. She will get them to Laura Tapparo to be processed.
    3. **Recap of Step it Up**
       1. Did the Step it Up fundraiser in fall of 2019 and didn’t get to have the associated Day of Awesomeness prize.
       2. The PTO recently received an e-mail from our point of contact at Step it Up. He’s leaving and was transitioning our account to his successor and asking if we wanted to try a make-up the Day of Awesomeness this spring.
       3. The board has discussed, and would not recommend pursuing.
          1. At this point, many children who participated in the original fundraiser are no longer at MDVE.
          2. The likelihood of this event being allowed this spring is dubious.
          3. Probably not a fundraiser we’re interested in doing next year either.
       4. Opened up for discussion
          1. Will we get money back if they have Day of Awesomeness?

We haven’t been offered this option, but we can ask. The answer may be no, but they may have something alternative they could offer.

* + - 1. The board will reach out and let Step it Up know we won’t pursue Day of Awesomeness and see if alternative compensation will be offered. We will also decline setting a date for next school year.
  1. **VP of Communications Report – Catie Kannenberg**
     1. **Parent Survey Results**
        1. Received 29 responses. (Goal was 20 responses)
        2. Parents reported number of children they have at MDVE and the grades they are in.
        3. PTO meetings attended last year:
           1. 80% - 0 meetings attended
           2. 20%- 1-2 meetings attended
        4. Reason for not attending meetings:
           1. Majority of respondents said the meeting time was not convenient.
           2. Did a follow-up survey about what the most convenient time for general meetings would be?

Thursdays appears to be the best night for the majority of respondents.

Respondents were evenly split between a 6 pm and 7 pm meeting being most convenient.

Will look at changing timing of meetings based on these results.

* + - * 1. Best way to communicate:

1st: Messenger Newsletter

2nd: E-mail from Teachers

3rd: Facebook page

We will do a push for more engagement on Facebook page since it is the fastest, most convenient option for engagement. At this point there hasn’t been much participation.

We will be doing a drawing to push involvement soon. Clear Sky has done something similar recently.

* + - * 1. Most thought the number of fundraisers is appropriate.
        2. Most saw the most important role of PTO is fundraising.
        3. Several people reported they didn’t attend meetings because they didn’t know what would be discussed.

PTO will be more proactive in sending out agendas in advance.

* 1. **Treasurer’s Report –Heather Myhr** 
     1. **Reviewed Treasurer’s Report** 
        1. Income: Scrips ($24.75)
        2. Expenses: Website Fee ($4.99), Grant Request – new laptop for front office ($530.95)
     2. The **budget** is looking fine even though not as much was brought in during Fall Fundraiser as we had projected.
     3. The fact that we haven’t received as many grant requests as usual and aren’t doing events such as Donuts with Dad due to COVID restrictions have offset the lack of a spring fundraiser.
  2. **Secretary’s Report – Lindsay Johnson**
     1. **Nothing to report**

1. **New Business**
   1. Kristen asked if there is a way to send in donations electronically?
      1. Lacey advised currently the only opportunity to donate electronically is during Check-in at the beginning of the school year.
      2. PTO members agree this would be a convenient option for parents and may get greater participation.
      3. Heather does receive random checks with individual donations several times a year. $211 received to date with these individual donations.
      4. Laura shared that her company matches donations so this could motivate parents whose companies have this option, as well.
   2. Kristen advised that it would be helpful if a tutorial could be sent out on how to link the King Soopers card to PTO.
      1. PTO will post information on linking to King Soopers Shopping Rewards, Amazon Smiles, Scrips to Facebook.
      2. This information will also be added to newsletter.
2. **Meeting Adjourned**

**End Time: 6:31 PM**

**Next Meeting: Tuesday, March 30, 2021 at 6:00 PM via Zoom**