**PTO Meeting Minutes**

**Deerfield Elementary School**

**November 5, 2018**

**Deerfield Elementary IMC**

**Attendees:**  Sarah Hart, Kate Brattlie, Rebecca Schultz, Jenny Anderson, Amy Matheson, Sharyl Fuerstenberg, Chryshelle Meteye, Michelle Schwab, Shelby Westover, Kim McAloon

**Call Meeting to Order:** - Sarah called the meeting to order at 6:32 pm

**Approval of Minutes from October 2018 Meeting** – Jenny motioned to approve the minutes. Rebecca seconded.

**Presidents’ Report:** Sarah Hart

* No new topics

**Treasurer’s Report:** Rebecca Schultz

* Fridge Repairs
	+ Ice maker hasn’t been working since 9/15
	+ $125 for repair person from the company the fridge was purchased from to come out to look at it, that doesn’t include the actual fix
		- Have had the maintenance staff try to fix it with no luck
	+ Ice maker on amazon is $130-$200
	+ Would like to wait until after the craft fair to see what money comes in from that event
	+ Discuss next meeting
* Current Budget
	+ $300 in profit from pizza night
	+ $2400 in checking
	+ $250 cash donation
	+ $15 cash donation
	+ Some raffle ticket money has come in
	+ Few vendor refunds
	+ Some expenses for the craft fair
	+ DES Die Cut machine was also paid for
	+ Just under $12,000 in our Savings
	+ Amount to Spend - $325 left out of the $500 we put in this miscellaneous fund
* Craft Fair budgets
	+ Last year’s craft fair made about $8000
	+ Last year spent $559 on advertising
	+ This year - spent $450 for two weeks on advertising, decided not to do the last week in advertising. In the end, will spend about $1000 on advertising
	+ One advertising push on the FB page this year, spent about $40, reached 4300 people with over 200 responses
	+ Will gather a list of where everyone is coming from when they enter the craft fair to see where our advertising is reaching
	+ Spent less on tickets this year, should be about the same revenue from the tickets this year
* Deposits
	+ Bulk from the vendors
	+ Raffle tickets

**Principal’s Report:** Melinda Kamrath (not present, updates emailed in)

* Outdoor Sign
	+ Community donations have come in for the sign already
	+ Waiting on Able Signs to create professional looking displays
	+ Discussion around moving forward with purchasing
		- There is about $4000 left from Laps for Learning that could go towards the sign already
		- If we put $15,000 in our savings towards the sign, we could use the extra $4000 and that would cover the base cost of Option C
		- We also have the craft fair coming up, another Scoopie night and pizza for conferences, so more money will come in to spend for the rest of the year
		- It will be about $26000 total for the Mac Daddy sign, $23000 for the Option C sign
		- Sign would say donated by PTO, so we should fund at least 75% of the total cost - $17250 for Option C, $19500 for Option D
		- Shelby made a motion to spend $18,000 towards the purchase of the sign for the rear entrance to come out of a combination of the savings and fundraising proceeds. Kate seconded.
		- Sarah and Rebecca will work after the craft fair to figure out what we have and what we need to raise to make this amount of money.
* Flexible Seating
	+ Deerfield Lions Club donated $500 to purchase for under the skylight
	+ This will purchase 4 pieces that fit together that can be used as seats or a table
	+ Additional fundraising after the purchase of the sign will be put towards this furniture
* Fall Enrichment
	+ Have sent out 5 requests to companies, but 4 have turned us down already
	+ Waiting on a response from the last one

**Committee Reports**

* Christmas in the Country Craft Fair –Shelby Westover, Wendy Cole, Karen Olson
	+ Day shifts are covered
	+ Still need help with parking, tear down and setup
	+ Raffle sales are happening
	+ Vendors are full
	+ Signs are taken care of
		- Would be nice to make a donation to the art club
		- Kate made a motion to spend $100 from the craft fair budget for a thank you and to cover supplies, Jenny seconded. Kate will write a thank you note
	+ Budget/Sign-in Sheet
		- Over budget
		- Going to ask people where they are coming from when they enter the craft fair
* Craft Fair Raffle – Sarah Hart, Sarah Paoli
	+ Have about 30 now, not including all the vendors that will bring something
	+ Should have about 90 donations
	+ Sarah has some cash donations she will give Rebecca tonight
	+ $500 to CTW, $300 Wilderness, $250 cash, $150 Amazon GC
* Culvers Share Night – Kate Brattlie
	+ $630.17 earned
	+ Another planned in the Spring
	+ Contest per grade per hour
	+ Culvers will donate a custard party for the winning grades and will bring Scoopie out
* Pizza for Conferences
	+ Recap done in the Treasurers report
* Spring Fling Dance – Sarah Hart, Missy Felio
	+ Friday night in April
	+ Gym should be available one of those nights
		- PTO has access to book the facilities
	+ 5:30-8ish
	+ Bake sale
	+ Extra activities for the kids
		- Cornhole
		- Ladder golf
		- Art stations
	+ Family dance
		- Might be better than parent/child for inclusiveness
		- Open it to other age children even if not in school yet
	+ Max capacity is 1000 in the gym
	+ Need to figure out pricing as well
		- DJ from high five day is 400-500
* Clothing Fundraiser – Rebecca Schultz, Tracy Curtis
	+ Drive is up and running
	+ Partnered with Embroidery Professionals
		- Easy to work with
	+ Quick turn around
	+ Link was shared with the Deerfield Group Facebook page as well
* School Kidz - Kim Klein, Kate Brattlie
	+ No topics
* High Five Event – Sarah Hart, Victoria Larson
	+ No topics
* Teacher Appreciation Week – Kate Brattlie, Jen Lees
	+ No topics

**Teacher’s Report**

* No new topics

**Other Business**

* Wall Murals
	+ Not discussed tonight

**Meeting Adjourned at 7:30 pm**