



TMHS ARC/PTO

Tomball Memorial High School Academic Recognition Club/Parent Teacher Organization

General Meeting 9.13.24

In attendance

1. Melyssa Bordelon
2. Jill Haywood
3. Melissa Money
4. Nae Davis
5. Veronica Goebel
6. Tiffany Bouska
7. Anne Miller
8. Tara Powell
9. Robin LaRue
10. Jennifer Collier
11. Yolanda Kutac
12. Ashleigh Eisherif
13. Arilla Hanzlik
14. Tara Ranson
15. Sabita Bikki
16. Shannon Lewis
17. Deepti Singh

Call to Order 9:32am

Approval of Minutes: motion to approve by Tiffany Bouska, seconded by Melissa Money, passed unanimously

Reports of Boards and Standing Committees

I. President (Melyssa Bordelon)

- a. Open Discussion - for PTO meetings we can park in the front or in visitor parking

II. Treasurer (Jill Haywood)

See the attached budget report for August at the end of the agenda. Since the meetings are in the middle of the month, the current month will be a partial reporting.

Treasurer's Report 2024-2025

For The Period:	Aug 1 - Sept. 11, 2024
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Report Run Date:	Wed, Sept 4, 2024
Beginning Balance \$	\$10,208.32
New Income: August Actuals- \$4,454.23 Concessions \$ 2,972.28 PTO General Donations \$154.95 PTO Hospitality Donations \$327 PTO Corporate Donations \$1,000 Sept to Date (9/11)- \$4,407.30 Concessions \$ 2,747.30 PTO Corporate Donations \$600 Membership \$1,060.00	\$8,861.53
New Expenses: August \$2,475.78 Concessions (2,272.82) Hospitality (202.96) September to Date \$764.45 Concessions (764.45)	\$3,240.23
Current "Quickbook" Balance	\$14,165.22
Bank Balance: Cheddar Up Balance: <ul style="list-style-type: none"> • Concessions • Rock The Block Drawing • PTO Sponsorships • PTO Membership • PTO Donations 	\$14,574.12 \$0.00 \$1,110 \$100 \$25 (\$1,110 deposited) \$640 (Hospitality)

III. VP Membership (Robin LaRue)

- a. Rock the Block
 - i. We are halfway to our fundraising goal, so we need to push the VIP tent on social media to raise participation.
 - ii. Ms. Collier will send times for Rock the Block
 - iii. Starting plans on decor and tables and chairs
 - iv. Having the tent this year will help raise awareness for future years.
 - v. Can we get student volunteers to host the tent?
- b. Membership- 37 people joined raising \$1,100. 5 new since last meeting.

IV. Hospitality (Veronica Goebel)

- a. Open House recap

- i. The salad toppings were a hit! Especially bacon, cheese
- b. BIG social media thank you for donations (\$640 donated in Cheddar up as of Wednesday night!)
- c. October teacher treat
 - i. Tumble 22 wants to partner with us, but keeping the chicken hot for an extended time is a challenge. Pie is the alternative offering - pies are usually \$20 each but they will give it to us for \$4 each. 25 pies should be enough for the teachers.
 - ii. Birthday cupcakes will continue

V. Spirit Nights (Sabita Bikki)

- a. September Spirit Night \$200
- b. Rock the Block Pizza Update
 - i. Dominos will donate 50 out of 300 pizzas - \$10.99 is the usual rate for cheese/pepperoni and they will do \$8 flat rate for a large. We will pick up. Charging \$14.
 - ii. One VIP tent is presale pizza only
 - iii. The donated pizzas will be sold at concessions
 - iv. HEB also wants to donate supplies for some event, maybe
- c. October Spirit Date 10/9 with Mandi Cosina

VI. VP Concessions Buyer (Nae Davis)

- a. We need to make sure the volunteers are making oatmeal cookies - even though we aren't ordering any more, we need to use them up. Let's make a sign advertising that we have oatmeal cookies.
- b. Thanks Ashleigh for all your help!

VII. VP Concessions Manager (Tara Ranson)

- a. We need to make smaller batches of cookies so we can serve warm without reheating them.
- b. The Sam's order form is in the Google drive
- c. The volunteers love the updated nacho cheese - totally worth it.
- d. The warmer is starting to malfunction - one shelf is not warming as well. It was bought in 2020. Do we need to have it serviced?
- e. Reusing warmed cheese - let's call the manufacturing company to ask about safe practices. We can switch from using the warmer to microwave to order near the end of the shift to avoid having leftovers.

- f. Closing - Melyssa, Jill, and Teresa will stay in communication.
- g. Raising the price of cookies by one dollar to \$3 for 2 cookies has been a great boost to income. Tiffany Bouska will ask outside concessions to raise their price to match.
- h. Screen not locked - sounds like the key core is broken.
- i. The iPads were updated and have not been crashing.
- j. Tara is absent October 15th - Tiffany Bouska will open at 3pm.
- k. Weekly cookie & hot dog tracker - this is very helpful to avoid running out mid shift. Stay aware of the game schedule to know if a blowout (quick) game is expected.
- l. Choir concessions 10/25 from 5-9pm and 10/26 from 7am-3pm. They will borrow the cookie oven but they will buy their own dough. Teresa is available to work those shifts if needed.
- m. Nacho cheese and Hershey bars - for teachers? We can use the Hershey bars at Christmas for a charcuterie or hot cocoa/coffee bar. Valentine's or dessert for Reward Lunch are also possibilities.
- n. Communication & future leaders - how are we making sure we're setting up the team for future years? This is a bigger question for the entire PTO - we have grown so much we should think about how to train and hand over our jobs. Invite people to shadow, recruitment, etc.

VIII. Communications (Shannon Lewis)

- a. Sponsorship "campaign"; how to treat families who become PTO members >=\$100
- b. Break room sponsors "campaign" - instead of asking for snack/treat donations, we can use sponsors donated money to purchase supplies
- c. Create newsletter-type document for all happenings right now, but we need more awareness. We need to push sponsorship ask - social media, but also reach out to contacts.
- d. Retractable "community banner" for sponsors - we can display at Reward Lunch, concessions, etc. We need to have a deadline for sponsors to make it onto the banner. Can we buy a blank one and use a cricut to cut vinyl logos for each year's sponsors?
- e. RTB items needed: Feather Flag for RTB? PostNet (\$150 for 14' with pole support and base - single sided); quote for 4 yard signs from PostNet

- f. Sponsorship documents - please share on socials and reach out to any businesses you are connected to. Fill out the sponsorship google sheet in Drive with leads/sponsors (file name: Sponsorship Request - EVERYONE USE)
- g. Shoe Room for HOCO...SUG, graphic
- h. Halt on the breakroom sponsors for now?

VIII. Sponsorships/Donations (Janet Lunsford)

- a. Amount Raised so far \$1600 plus Sign from Post Net - \$1000 check should be in mailbox from H&J.
- b. Potential Sponsors

X. VP Rewards/Recognition (Tara Powell)

- a. Reward Lunch Dates 10/25, 1/31, 3/28
- b. Hoco Shoe Room
 - i. Signup genius for hoco shoe room will go out next Friday 9/20
 - ii. We need clipboards
 - iii. Bags are acquired and numbered
 - iv. Ms. Collier will find out how many tables we used last year and will put in a request for this year
 - v. We need the tables spaced farther apart and with less bags per table

XI. Principal Points (Mrs. Collier)

XII. Other Business

- a. Volunteers who no-show will be deducted ½ the points they would have earned on that shift. Make sure volunteers are signing in with the concessions checkin QR code.

XIII. Old Business

Dismissed at: 10:47am

TMHS ARC/PTO 2024-2025 Budget							
Incoming Balance							
		Budget		July 2024	August 2024	September 2024	Cumulative Total
INCOME							
Concessions		\$ 28,000.00		\$ -	\$ 2,972.28	\$ 2,747.30	\$ 5,719.58
Corporate Donations		\$ 1,500.00		\$ -	\$ 1,000.00	\$ 600.00	\$ 1,600.00
Other Income		\$ -		\$ -	\$ -	\$ -	\$ -
PTO Memberships		\$ 2,800.00		\$ -	\$ -	\$ 1,060.00	\$ 1,060.00
Rock the Block - Pizza/Water		\$ 1,700.00		\$ -	\$ -	\$ -	\$ -
Rock the Block - VIP Tent		\$ 2,800.00		\$ -	\$ -	\$ -	\$ -
Spirit Nights		\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
PTO Donations							
General		\$ 1,000.00		\$ -	\$ 154.95	\$ -	\$ 154.95
Hospitality		\$ 1,000.00		\$ -	\$ 327.00	\$ -	\$ 327.00
Rewards Lunch		\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Teacher ChickFila		\$ 650.00		\$ -	\$ -	\$ -	\$ -
TOTAL INCOME		\$ 41,450.00		\$ -	\$ 4,454.23	\$ 4,407.30	\$ 8,861.53
EXPENSES							
Administrative		\$ 1,000.00		\$ 110.00	\$ -	\$ -	\$ 110.00
Concessions		\$ 13,000.00		\$ -	\$ 2,272.82	\$ 764.45	\$ 3,037.27
Concessions - Opening Float		\$ 300.00		\$ 300.00	\$ -	\$ -	\$ 300.00
Hospitality		\$ 2,000.00		\$ -	\$ 202.96	\$ -	\$ 202.96
Rewards Lunch		\$ 20,000.00		\$ -	\$ -	\$ -	\$ -
Rock the Block - Pizza/Water		\$ 1,500.00		\$ -	\$ -	\$ -	\$ -
Rock the Block - VIP Tent		\$ 500.00		\$ -	\$ -	\$ -	\$ -
Scholarship Fund		\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
TMHS Donation		\$ 2,150.00		\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES		\$ 41,450.00		\$ 410.00	\$ 2,475.78	\$ 764.45	\$ 3,650.23
		\$ -		\$ (410.00)	\$ 1,978.45	\$ 3,642.85	\$ 5,211.30

TMHS ARC/PTO		
Financial Summary August 1, 2024 - August 31, 2024		
Checking Account - Beginning Balance	\$10,208.32	
Income	4,454.23	
Expenditures	(2,475.78)	
End Balance	\$12,186.77	Bank Statement
See attached page for details		
Notes:		
Primary income/expenses from concessions for volleyball games		
Received donations to PTO - Donations from Kroger, School Media Online, and Hannigan & Johnson, and misc. for Cupcake party.		
Expenses for back-to-school breakfast \$159.02, Donation of \$285		

TMHS ARC/PTO		
Financial Summary September 1, 2024 - September 11, 2024		
Checking Account - Beginning Balance	\$12,186.77	
Income	4,454.23	
Expenditures	(2,475.78)	
End Balance	\$14,165.22	
See attached page for details		
Notes:		
Primary income/expenses from concessions for volleyball games		
Donations from Grimes Industrial, Stacy Patterson		
Membership 36 members		