



TMHS ARC/PTO

Tomball Memorial High School Academic Recognition Club/Parent Teacher Organization

April 19, 2024 9:30

Annual Meeting: Friday, May 17, 2024

In attendance: Kim Caudle, Robin LaRue, Anne Miller, Nae Davis, Tara Powell, Melissa Money, Yolanda Kutac, Jade Lopez in place of Dr Bailey.

Call to Order: 9:40am

Approval of Minutes: A motion was put forth by Tara, seconded by Nae, passed with unanimous vote.

Reports of Boards and Standing Committees

I. President (Kim Caudle)

A. 2024-2025 board positions - election will take place on Friday, May 17, 2024

1. President - Melyssa Bordelon
 2. VP of Membership - Robin Larue
 3. Secretary - Melissa Money
 4. Treasurer - Jill Haywood
 5. Reward Lunch - Tara Powell
 6. Concessions Purchases - Nae Davis
 7. Concessions Manager
 8. Hospitality/Teacher Appreciations
 9. Spirit Nights
 10. Communications
 11. Sponsorships/Donations
- Open positions are posted, will share with junior highs to include in weekly newsletter.
 - Hoping for multiple people to share the concessions manager position as a group, or on a rotation.
 - Possible for SPO to volunteer for PTO but receive SPO points. Anne will talk to SPO board so they can approve.

II. Treasurer (Stephanie Viator)

A. Financial report

- Dr Bailey paid for CFA sandwiches for last reward lunch, and some chips were donated, which was very helpful.
- We anticipated spending more on snacks because we thought we would sell more this year.
- We fell short on general donations. The rest looks fine for the incoming school year.
- Covering the cost of reward lunch will be a discussion. With our current receipts, PTO cannot cover three lunches.

B. Comerica Account

- Discovered this account when our website charge to GoDaddy did not come out of our normal account. Jill, Cindy, and Robin are on the account, so Robin accessed the account. We were overdrawn \$195.77 so Robin requested a check to go in to settle the account and close it. She will request bank statements at that time.
- We need to switch the GoDaddy automatic payment to Robin's PTO card.

III. VP Membership (Robin LaRue)

IV. Hospitality (Anne Miller)

A. May - teacher appreciation week, Sonic drinks

- Teacher lunch was great. Stacie Barron donated the food. Usually 175 attend so Anne plans for 200. This time 225 attended.
- Teacher appreciation week – staff will be provided a meal each day of the week.
- Monday, May 6 – Sonic drinks. Dr Bailey is providing lunch for the staff on Monday, so drinks would go well for that day.
- Taco bar – Wednesday May 8. Sunshine Club needs 4-5 PTO volunteers to serve the food.

V. Spirit Nights (Melyssa Bordelon) presented by Kim

A. March - Mandi Cocina

- Raised \$342.10, they don't require customers to indicate it's for a spirit night

B. April - Chick-Fil-A

- \$308 – Jones Rd CFA

C. May -

- VI. Volunteer Coordinator (Megan Drake)
- VII. VP Concessions Buyer (Naheshea Davis)
 - A. Made a \$400 purchase to restock
- VIII. VP Concessions Manager (Jen Riker)
 - A. April 20 - Chess Tournament
 - Concessions will open at 8:30am until we sell out. Running it out of cafeteria, might need help setting up since it's not in our regular concessions stand, and we will serve donuts. Mr G will put coolers in concession stand by the gym to fill with drinks. He will be on campus Saturday morning and will provide ice.
- IX. Communications (Shannon Lewis) presented by Kim
 - A. Update payment info for GoDaddy
 - B. Two payments?
 - GoDaddy is charging for two websites, need to close the second one.
- X. VP Rewards/Recognition (Tara Powell)
 - Last reward lunch went well!
- XI. Principal Points (Dr. Bailey) presented by Jade
 - A. Campus updates
 - Staff is putting together a memory book for Dr Bailey before he leaves. Jade will share link to google form to share memories or photos.
 - Wildcat Camp
 - August 1 for incoming 10th, 11th, and 12th grades to pick up schedules and confirm course selection, parking pass, etc. Tentative timeframe is 8-10am seniors, 10am-12pm juniors, 1-3pm sophomores.
 - Concessions option? Donuts and drinks
 - Freshman & New Student Orientation
 - August 2, two identical sessions 8-10am, 1-3pm
 - Hold parents in the auditorium for tips on supporting increased workload, mental health resources, PTO could speak to share our organization and invite new members.
 - Concessions option? Students could purchase while parents are still in session.

- Q&A for parents would be very helpful. Jade suggested having this before Open House instead of orientation.
- Mr confirmed for AP next year. Teacher hiring is going well, 7 needed, the least open spots ever.

XII. Other business

A. Bylaw amendment updates

- Kim highlighted Article II, Section 1, Number 4. She added the teacher appreciation wording, everyone approved.
- Article IV, Section 4.1. Need to add an extra level of accountability for board. PTO Board of Directors is defined as 4 elected officers and chairperson of each committee.
- Article IV, Section 4.3 requirements were added.
- Article VII, Section 7.2 audits will be performed by committee or the board may replace the committee with a CPA.
- Kim will finalize formatting and get signatures to adopt the amended bylaws.
- Kim will send notice to email list that we are adopting new bylaws.

B. Sponsorship package

- Melyssa working on this for next year.
- Banners are not allowed at TMHS or Tomball stadiums.

C. PTO Insurance

- \$435 policy does not include liability, can add for \$100. This would cover any incidents at PTO events, also might cover fraud/embezzlement.
- Motion passed unanimously to add the \$100 liability option.

D. Upcoming Year

- It might be helpful to hold meetings after work hours so more parents can attend. Need to discuss with new administration and members.

XIII. Old business

Adjournment 10:50am