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**TMHS ARC/PTO – MEETING AGENDA**

**Tomball Memorial High School**

 **(Academic Recognition Club/Parent Teacher Organization)**

**August 2, 2021 6:30pm Google Meet**

Link: meet.google.com/wqt-ptyc-ood

**Next Meeting: TBD**

 In attendance: Jill Haywood, Dawn Rodriguez, Robin LaRue, Shannon Lewis, Daisy Cone, Jen Riker, Cindy Burns

Called to order 6:34

Reading the Minutes of the previous meeting [and their approval]

1. **Minutes (Jill Haywood)**
* Minutes from annual board meeting Friday, May 28, 2021

Motion: Jill 2nd Robin All Approved

Reports of Boards and Standing Committees

1. **2020-2021 PTO Donation - $2,524.06**
	1. Check Presentation

Motion: Shannon Lewis 2nd Daisy All Approved

* 1. Presentation Date

Look into getting a big presentation check.

* 1. New meeting dates:
		1. Monday or Thursday 9am best dates for Dr. Bailey – Majority can do Mondays
		2. Change from first week to 2nd week for month end reconciliation
		3. Next Meeting Date: Sept. 13th, October will be 18th (3rd Monday)
		4. Location – in person at the school, possibility to google meet someone in.
1. **Membership (Robin LaRue)**
	1. Updating Membership Data Center – Cheddar Up

No monthly fees, 3.5% added to the customer & 45 cent transaction fee. The reports are really easy to read and sort data.

Cindy will set up cheddar up account and Robin will set up the collection/membership forms via google forms.

Motion to switch: Robin 2nd Cindy All Approved

* 1. Adding Family sponsorships opportunities for Teacher Membership- Table this
1. **Treasurer (Cindy Burns)**
	1. Change Accounting Book System

Motion to switch: Cindy Burns 2nd Robin LaRue All Approve

* + 1. Currently Quickbooks $27/mo
		2. Quicken Home & Business $62.39/1st year
	1. Budget for 2021-2022

See attached budget

Motion to approve motion: Cindy 2nd Daisy All approve

1. **Concessions (OPEN) Volunteer Coordinator (Jen Riker)**
	1. Upcoming Concession Date
		1. 8/10, 8/13
	2. Student Volunteer Signup Genius
	3. Initial Concession Stocking
	4. Spring Outdoor Athletic Concessions Opportunity

1. **PTO Officers**

**Welcome to our 2021-2022 Officers**

President – Dawn Rodriguez

VP Concessions – OPEN

VP Rewards/Recognition – Amy Martin/Daisy Cone

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Cindy Burns

Hospitality – Anne Miller

Spirit Nights – Tracy Fletcher

Volunteer Coordinator – Jennifer Riker

AP Testing Hall Monitor Coordinator – Daisy Cone

**Thank you to our 2020-2021 Officers**

President – Dawn Rodriguez

VP Concessions – OPEN

VP Rewards/Recognition – OPEN

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Cherie Creaney

Hospitality – Michelle Seveney

Spirit Nights – Tracy Fletcher

Volunteer Coordinator – Jennifer Riker

AP Testing Hall Monitor Coordinator – Daisy Cone

1. **Approval to update bank signers**

Motion to update signers: Shannon 2nd Daisy All approved

**2020-2021 Bank Signers**

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Cherie Creaney

**2021-2022 Bank Signers**

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Cindy Burns

Cherie Creaney, 2020-2021 treasurer will be removed and Cindy Burns, 2021-2022 treasurer will be added. Robin Larue and Jill Haywood will remain on the account.

1. **Other Business**

 Spring outdoor concessions

 Teacher member sponsorships

 Meeting ended at 8:28