



TMHS ARC/PTO – MEETING AGENDA
Tomball Memorial High School
(Academic Recognition Club/Parent Teacher Organization)

May 9, 2022 9:00am

In Attendance: Dawn Rodriguez, Jill Haywood, Dr. Bailey, Shannon Lewis, Anne Miller, Robin LaRue,
Daisy Cone, Amy Martin, Gloria Weber, Cindy Burns

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

I. Secretary (Jill Haywood)

- Minutes from annual board meeting Monday, April 11, 2022
- Motion to approve: Jill Haywood, 2nd Anne Miller, All in favor

Reports of Boards and Standing Committees

II. VP Membership (Robin LaRue) \$5,534

Membership to date: 4/11/22

Families: 141

Staff: 102

Staff w/TMHS Students: 14

Businesses: 3

Donations 3

Verification that Cindy and Robin were able to reconcile numbers? \$ is off could be due to Pay Pal fees or the money was put into a different category. **Cindy will figure this out before the books close.**

See draft of rewording membership below

Your membership helps the PTO reward honor roll students with Chick Fil A lunches 3 times per year as well as provide monthly teacher appreciation treats! Volunteering is optional! Please join the PTO and stay informed on the best ways to support our teachers and students! We suggest a donation of \$25, and we appreciate any amount!

It was decided that teachers would automatically be “members” and not pay.

We will try to offer to be “uber eats” for lunch delivery 3 times a year. The teachers will pay for lunch and we will deliver. **We are looking into restaurants that will allow the teachers to order and pay on their own and PTO will just pick up and deliver.** This will be part of hospitality (with lots of volunteer help) if it doesn't require pto placing the orders as that can get very difficult with special orders.

III. Treasurer (Cindy Burns) School Year to date 7/1/21 – 6/30/22

- a. Current monthly bank statement along with bank/budget Reconciliation
- b. Kings of Court Concession Revenue
- c. Verification staff lunch accounting was moved into reward lunch
- d. All Receipts needing reimbursement due by May 15th, Cleared bank by May 20th Books Finalized by last day of school 5/26
- e. Christi agreed to be TMHS PTO auditor (Audit completion due June 15th)
- f. Touch base with Stephanie Viator before closing Comerica.
 - a. What is needed to change signers on bank accounts- They need to be written into this month's minutes with approval at today's annual meeting.
 - b. Who will be signers for 2022-2023

IV. Hospitality (Anne Miller)

- a. Ice Cream Treats for Teachers 4/27/22
- b. Tracy Fletcher - Sonic Drink Bar for Staff 5/3/22
- c. Staff Birthday Cupcakes / next will be 5/18/22 (May & June)

V. Spirit Nights (Tracy Fletcher) - Will coordinate spirit night with Sonic off Louetta/Grant

VI. Volunteer Coordinator (Jen Riker)

VII. VP Concessions – (Volunteer still needed) Athletic Booster Club help with volunteers

VIII. Communications (Shannon Lewis)- Post open positions with a brief description.

IX. AP Testing Hall Monitor Coordinator (Daisy Cone)

a. Abigale Donovan will let Daisy know what all dates are coming up & dates will be added to:

1. Dawn's calendar at a glance for the PTO
2. Shannon to publish on pto calendar
3. Jen to create a signup genius.

X. VP Rewards/Recognition (Amy Martin/Daisy Cone) We were short sandwiches due to several circumstances. Carrie ordered plastic wrist bands for next year so kids couldn't copy and make fake ones.

XI. Principal Points (Dr. Bailey)

a. CFA chicken biscuit fundraiser for next year. _Waiting on food services to let us know what will be allowed once the year ends, they have been short staffed and VERY busy.

- a. how many times we could sell biscuits,
- b. where
- c. what paperwork we need to fill out

b. Class of 2022 had 6 commended National Merit Finalists, 1 semi finalist that is a finalist. Class of 2023 has 25 qualified as commended. They will be recognized at the board meeting.

c. Senior, junior and sophomore class officer elections are this week. Freshman elections will be at the beginning of the school year.

d. Thank you Dr. Bailey for an excellent job posting on social media. It is fun to see all the amazing activities going on in our school and their success.

XII. Approval to update bank signers

Motion to update signers: Shannon 2nd Daisy All approved

2021-2022 Bank Signers

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Cindy Burns

2022-2023 Bank Signers

VP Membership – Robin LaRue

Secretary – Jill Haywood

Treasurer – Stephanie Viator

Cindy Burns 2021-2022 treasurer will be removed. Stephanie Viator 2022-2023 Treasurer will be added. Robin Larue and Jill Haywood will remain on the account.

XIII.

XIV. Other Business

a. 2022 – 2023 Board Members Attend TISD Booster Onboarding Training

- a. Wednesday, May 11, 2022 6-730 pm (Gloria) or
- b. Wednesday, May 25, 2022 6-730pm (Dawn, Shannon, Jill, Tracy F, Anne, Robin)

b. Annual Meeting Board Slate for 2022 – 2023 – Motion to approve: Daisy, 2nd: Cindy, All Approved.

- a. President – Dawn Rodriguez (unless another volunteer wants to serve)
- b. VP Concessions - Coordinator 1, 2 & 3 - OPEN
- c. VP reward/recognition lunches: Amy Martin and Gloria Webber
- d. VP Membership: Robin LaRue (Check Signer)
- e. Secretary: Jill Haywood (Check Signer)
- f. Treasurer – Stephanie Viator
- g. Hospitality: Anne Miller
- h. Homecoming shoe room - OPEN
- i. Spirit Night Coordinator – OPEN

- j. Volunteer Coordinator: Tracy Fletcher
 - k. Communications: Shannon Lewis
- c. \$500 TISD Scholarship fund Date/Participants to present Check?

XV. Old Business

- a. Did Mrs. Nix contact Amber and Tracy to help counselor student each week