

DATE: 11/04/2022

TIME: 6:30 PM

CONFERENCE: Pinecrest Academy

MEETING TITLE: Harvest Meeting



Pinecrest Academy of Nevada Cadence Parent Teacher Organization

BOARD MEMBERS / ATTENDEES PRESENT:

Nate Seltenreich

Veniesha Brooks

Julie Stewart

Amanda Rich

Tiffanie Buehler

Becky Cochran

Lyndsie Summers

Courtney Faught

Genyne Maline

Amarilis Alexander

Shannon Shue

Adriana Tosino

Danielle Romero

Sarah Ko

Sarah Pope

Mariana Zavala

Amanda Tudor

Julie Jensen

1. **Call to Order-** by President Nate Seltenreich at 6:30pm

2. **Welcome / Introductions**

3. **Agenda Items**

a. Harvest Debrief

i. Fund Distribution

1. The executive board voted that PTO will keep \$10,000 of the harvest proceeds and donate the remaining \$18,000 balance to the school.
 - a. \$700 will be dispersed among the clubs that performed during the festival as well as to the Well Church, which assisted PTO with shuttling at the event. This will come with a stipulation that PTO cannot guarantee this every year and an email will be sent advising this is subject to change.
 - b. Each teacher will be receiving around \$420 for volunteering during the event.

ii. Volunteers

1. There were 40+ volunteers to assist the day of the event.
2. There were enough people to help, but there were points where there was no coverage or clear communication on where volunteers should have been.
 - a. Next year, the Harvest Committee will work toward having a more scheduled time frame with stricter starting and stopping times.

iii. What Went Well

1. Setup was very planned out and well executed.
2. There were enough people to help with setup.
3. There were a lot of teacher and club volunteers.
4. Harvest Committee rented more items for the event.
5. The ticketing line was managed better than the year prior.
6. There were 74 total volunteer baskets.
7. The shuttle run by the Well Church ran very smoothly and was well received.
8. There were no behavior issues.
9. Admin said overall the event was well received by the community.

10. Haunted Hallway was very good this year.

iv. What to Improve

1. The Performing Arts performances were behind schedule.
2. There was only one member from Admin trying to operate sound and lighting on both the field and in the Performing Arts Center (PAC).
3. Music and the DJ were not loud enough.
4. Announcements need to go off in all of the rooms at the same time.
 - a. PTO will look into linking the PA system or buying more speakers to better distribute the noise across campus.
5. There was not enough lighting on the small field.
6. Better preparation for LeNeave with the Costume Contest and the Basket Room.
7. Hardly Haunted was shut down early and wasn't utilized as intended.
8. Harvest Committee was informed at the last minute that the school's bounce house was not operable.
9. The basket room was overcrowded.
10. Winners for the basket raffle took baskets prematurely.
11. Trunk or Treat needed more volunteers.

v. Suggestions for Next Year

1. Plan to finish with setup an hour prior to the event, this will give PTO families volunteering for the event a chance to test run the festival and ensure vendors are all setup and any kinks with setup are worked out.
2. Work closer with the Performing Arts on planning the schedules.
3. Check the sound equipment for the school.
4. Ensure there is a mic available for LeNeave in the areas she is designated to be.
5. Open the athletic gate.
6. Move baskets to the high school gym for more room and better crowd control.
7. Put up a rope around the baskets so that people know not to cross over it even after they've won a basket.
8. Create a line for those who've won baskets to claim their prizes and also ensure those who've won vendor baskets get their picture taken with the baskets. Winners will need to sign for their basket.
9. Insist that maintenance be at the first Harvest planning meeting as this year's communication was not as smooth as the previous year's because they were not present.
10. Speak with Mr. Purdy to see if we can work with him on coordinating the performances and also speak to him about possibly having Marching Band perform at the event.

b. Ticketing

i. Total Sales

1. 1315 wristbands were sold.
 - a. 458 wristbands were sold the night of the event.
 - b. 857 wristbands were sold during the event's presale.
2. 8724 raffle tickets were sold.
 - a. 4149 raffle tickets were sold the night of the event.
 - b. 4575 raffle tickets were sold during the event's presale.

ii. What Went Well

1. There were enough volunteers.
2. The lines moved quickly.
3. Each volunteer had an ipad and there were multiple cash boxes.

iii. Things to Improve

1. There were parents commenting the day of the event that they did not receive their tickets.

- a. There was an issue with harvest emails being placed into the wrong outlook folder which led to a few of the orders being overlooked initially.
 - b. There is a concern that teachers may not be dispersing the tickets to their students when they are received to go home to parents.
 2. The high school ticketing booth was slow, possibly due to placement.
 - a. Harvest Committee will put this booth at the athletic gate next year.
- iv. Suggestions for Next Year
 1. No high school ticketing booth, only the main booth and the basket booth.
 2. Include flyers at the tables explaining what attractions attendees can participate in with wristband purchases.
 3. More lightning.
 4. Set up a 'Will Call' sign and a 'Found' sign.
 5. Add the student's grades along with teacher's names for presale wristband purchases to streamline delivery as there are several teachers with the same last name.
 6. Precut wristbands the night of the event.
 7. Facilitate working with the treasurer to offload money and take it to the safe when cashboxes are at \$500.
 8. Move the raffle ticket master list to the sides so people can fill it out and get their numbers without impeding the lines.
 9. Add signage to the ticketing tables that let people know what types of payment we accept.
 - a. Suggestion to look into getting tappy through Square so that PTO can also take payment methods like Apple Pay.
- c. Games
 - i. What Went Well
 1. All games were functional.
 2. There were no long lines.
 3. The 3 rented games were very popular.
 4. The cakewalk ran smoothly and teachers seemed to enjoy volunteering there.
 5. There was very positive feedback about the Toxic Run obstacle course.
 6. Kids loved taking pictures in Candy Land with the props.
 7. Games subcommittee cam in under budget ~\$600 and was able to give that funding to the baskets subcommittee.
 8. This subcommittee ordered over 5,000 prizes and only have a few left.
 9. Most of the games prizes were donated via Amazon, so the games subcommittee only spent \$475 on prizes.
 - ii. Things to Improve
 1. Obstacle Course lines were too long and there should be additional courses rented next year.
 - a. Suggestion to go with two different rental companies as bounce house companies typically only have one large obstacle each.
 2. Teachers were in direct sunlight for most of the games and were unhappy.
 - a. Suggestion to put a canopy or two over the games for shade or to set it up against the field instead of putting vendors there.
 3. Games subcommittee couldn't put up the balloon darts game because it was so hot that the balloons kept popping.
 4. Balls were getting lost through the fencing.
 - a. Suggestion to hang something over the fence to prevent this.
 5. Tear down and setup were both very long, so more volunteers would be helpful.
 6. One of the bounce houses kept deflating.
 7. More lighting.

- iii. Suggestions for Next Year
 - 1. Move the games; PTO will work on the logistics of this next year.
 - 2. Setup a strobe light at the entrance of the event to draw more attention.
 - 3. More twinkle lights for the game area to make it more festive.
 - 4. Add music.
 - 5. Buy more cupcake containers.
 - a. 240 were purchased for this year's event and games subcommittee is suggesting doubling this number.
 - 6. Either separate inflatables into a separate subcommittee or designate more people under the Games Committee to field inflatables.
 - 7. Put two balloon arches.
 - 8. Add a net to Planko.
 - 9. Look into purchasing a new Nerf gun.
 - 10. Look into getting more candy props.
- d. Volunteers
 - i. What Went Well
 - 1. The Director of Volunteers was able to move around volunteers to cover spots.
 - 2. There was a lot of help at the volunteer check out.
 - 3. There was a chair person for each area and everybody was wearing the same shirts, this made directing them on who to speak with easier.
 - ii. What to Improve
 - 1. Ensure both the Harvest Festival chair and the Director of Volunteers have all of the sign ups from both PTO sign ups and teacher sign ups.
 - 2. Clubs need to state how many people will be volunteering, the names of the volunteers, and the times they will be volunteering.
 - 3. The bounce houses should be closer together in the same area in case one of the volunteers needs a break.
 - iii. Suggestions for Next Year
 - 1. The chair of the event and the Director of Volunteers (DoV) should have all sign ups or the check ins for teacher signups should be through the teachers.
 - 2. Make sure that the event chair and DoV are CC'd on all emails.
 - 3. Keep all bounce houses in the same area.
 - 4. Have a volunteer check in/check out
 - 5. Keep a separate water cooler for volunteers to be able to take water.
 - 6. See if there is a way to partner with the Climate Committee to give the teachers breaks during their shifts.
- e. Raffle Baskets
 - i. Volunteers started ~2 weeks prior to the event and used up all of that time.
 - 1. On average, there were about 3 people helping everyday and the chair felt this was a good amount.
 - ii. The night of harvest, 4 people were working the basket room the whole time and about 2 - 3 people were monitoring the baskets.
 - iii. What Went Well
 - 1. The basket room was busy the whole night.
 - 2. There were tons of baskets with options for everyone.
 - 3. The basket subcommittee sold a ton of tickets.
 - 4. Attendees had positive feedback about the number assignment for raffle tickets.
 - iv. What to Improve
 - 1. Transferring baskets to the basket room took a while because there was not enough help at that time.
 - 2. Tables needed to be doubled up.
 - 3. The AC turned off at 6 PM and it was very hot.

4. Black boxes need to be replaced as the lids kept falling in and the red boxes need to be replaced as well.
 - a. Suggestion to replace them with jars.
5. The ticket area needed to be larger.
6. There were not enough iPads.
7. The basket room ran out of tickets.
8. There were not enough volunteers to help with claiming prizes.
9. Food lines were very long.
- v. Suggestions for Next Year
 1. Do 4 tables instead of 3 for the ticket buying area.
 2. Add an additional iPad.
 3. Precut tickets and keep more of them on hand.
 4. Send ticketing volunteers over to baskets for the last hour of Harvest Festival.
 5. Have wristbands to sell at the basket area.
 6. Purchase more ribbon for the baskets.
 - a. This will be added to the budget for next year's harvest festival.
 7. Have three different lines: one for cash purchases, one for credit purchases, and one for getting a number assigned for raffle tickets.
 8. Add more signage to the basket room explaining how things work, the price per ticket, and that there is water for sale.
 9. Basket monitors should be more visible and look official.
 - a. PTO still has vests and will utilize them for this during next year's harvest festival.
 10. Speak with food vendors to see if there is a way to give Harvest Festival volunteers front of the line privileges as the waits are long for the people working the event.
 11. Decide whether or not those running baskets will count raffle tickets the night of the event or the next day and plan out the logistics for either plan from there.
 12. Get more help making the tags for baskets from somebody who is not already chairing a portion of the festival (ie: ticketing).
 13. Potentially use more volunteers for basket collection, but less for basket assembly as the Baskets chair did not need as much help as previously assumed.
- f. Trunk or Treat
 - i. Participants
 1. 27 out of 33 cars that signed up for the event showed up to participate.
 - ii. What Went Well
 1. A lot of people came through at the beginning.
 2. There was a lot of positive feedback.
 3. Overall reaction from the cars was that the event was fun and it ran smoothly overall.
 4. Participants liked that each parking spot was numbered so that it was easier to direct them where to go.
 5. There was great participation from the school and teachers to collect candy for this portion of the event.
 6. There was \$120 left in candy donations.
 - iii. Things to Improve
 1. Need more people to sign up and commit to the event.
 2. Need more volunteers from setup and to man the car entrance as it was hard to man the gate and coordinate people going to their designated areas.
 3. More volunteers were needed for candy distribution.
 4. There were last minute cancellations/no shows.

5. Attendees were not happy that they had to walk all the way around to Gate 9 in order to access the restrooms.
 6. The length of the event should have been 3 ½ hours instead of 4.
- iv. Suggestions for Next Year
1. Candy Sabotage
 - a. For candy collection, donations of \$20 can be made to sabotage another class that is participating and take away 5 lbs of their candy.
 - b. Create more videos to engage the kids and encourage them telling their parents when they get home.
 - c. Start working more closes with PTO Board Assistants to get them more involved.
 - d. Consider doing a competition for the participant vehicles .
 - e. Block off where Trunk or Treat ends with caution tape so people do not loop back.
 - f. More volunteers and one or two more UV lights to check the stamps on kid's hands.
- g. Costume Contest
- i. What Went Well
 1. 3 judges were enough to run the event.
 2. There was a decent amount of participants.
 3. There were prizes to win.
 4. Having three judges helped with tie breakers.
 5. The activity was centrally located.
 - ii. What Can Improve
 1. The lighting was bad making it hard to see and take pictures.
 2. The principal had to yell due to there being no megaphone/microphone.
 3. There were no adult or family categories.
 4. There were no teen prizes.
 - iii. Suggestions for Next Year
 1. Add an adult/family/group costume category.
 2. Provide a better variety of prizes.
 3. Facilitate better lighting.
 4. Ensure there is a megaphone or microphone available for the principal.
 5. Advertise the activity and categories beforehand so that more people can come and participate.
 - a. Suggestion to do a Facebook live and also to do a video for morning announcements.
 6. Have the DJ announce activities multiple times during the festival as many people were asking when things were slotted to take place.
 7. Coordinate the PA systems together.
 8. Move the event inside or possibly to a better lighted area.
 9. Always have at least 3 people.
 10. Have judges for tiebreakers so that the principal doesn't have to choose.
- h. Signage
- i. What Went Well
 1. There was good feedback on the QR code.
 2. People appreciated the maps and flyers.
 - a. PTO printed 200 and still had some left, so a suggestion was made to scale back the amount for next year's event.
 3. The lights around the banners were a huge help after dark.
 - ii. What Can Improve
 1. The colored balloons did not last in the heat.

iii. Suggestions For Next Year

1. Look into purchasing bigger banners.
2. Wrap the areas in color coded lights so that they stand out better.

4. Attendee Remarks

5. Voting / Reports

6. Adjournment (Board Action/Motion)

President

Motion: To adjourn the meeting

By: Nate Seltenreich

Second: Amanda Tudor

Vote: Motion passed unanimously

7. Convene to Closed Session

Ending promptly at 8:00 PM

Meeting starting at 6:30 PM

SECRETARY APPROVAL:
(Signature & Date)

Amanda Tudor 11/04/22
