

PTO EXEC. BOARD MINUTES

CANYON DEL ORO HIGH SCHOOL

Date: July 10th, 2024

Time: 7:00 PM

Meeting called to order by: Brenda Juarbe-Pearson @ 7:07pm

IN ATTENDANCE

In-Person: Brooke Cornwell, Brenda Juarbe-Pearson, Lauren Andersen, Valerie Quay, Shannon Sareen, Elizabeth Robb.

Via Zoom: None

APPROVAL OF MINUTES

Motion to approve by: Shannon

Seconded by: Brooke

APPROVAL OF PAST TREASURER'S REPORT

Motion to approve by: Brenda

Seconded by: Lauren

SY 2024-2025 EXECUTIVE BOARD IS AS FOLLOWS:

- Co-Presidents: Brooke Cornwell & Brenda Juarbe-Pearson
- Vice President/Staff Appreciation: Shannon Sareen
- Treasurer: Valerie Quay
- Secretary: Lauren Andersen
- Spirit Wear: Robin Helphinstine
- Members at Large: Lily Wright & Courtney Warner

Valerie Quay will be added to the Wells Fargo Account(s) and the former Treasurer, Elizabeth Robb, will be removed. Co-President, Brooke Cornwell, will remain on the account.

Co-President Brooke Cornwell, and Treasurer Valerie Quay will have executive authority on the Wells Fargo Account(s).

REVIEW OF BYLAWS, GOALS & OBJECTIVES, & FUNDRAISING

- Bylaws were reviewed and revisions to be submitted before registration.
- Goals & Objectives will be submitted as discussed.
- Fundraising form(s) will be submitted as discussed.

- Remainder of the annual packet is complete with the exception of the 2024 990-E Postcard. PTO Treasurer, Valerie, will contact IRS to resolve issue.

Motion to Approve Bylaws, Goals & Objectives, & Fundraising: Brenda
Seconded By: Brooke

BUDGET/TREASURERS REPORT

- \$101.00 of Spirit Wear Sales made at Cross MS Promotion.
- Choir Boosters have \$857.17 of funds being held at this time.
- Current PTO available balance is: \$22,474.35.
- SY 24-25 Budget was proposed and approved with the following modifications:
 - Decreasing Staff Appreciate frequency from Monthly to Bi-Annual, and changing the budget from \$1,400 to \$500.
 - Increasing the Staff Appreciation Meals budget from \$1,000 to \$1,900.
 - Increasing Spirit Wear Merchandise from \$13,000 to \$14,000.
 - Increased income Spirit Wear Merchandise Sales from \$21,000 to \$22,000.

Motion to Approve Proposed Budget: Shannon
Seconded By: Brooke

COMMITTEE REPORTS

- Staff Appreciation ~ Shannon
 - Back to School Teacher Breakfast
 - STUGO to be handling; however, needing a loan from PTO purchase food etc. due to not having access to their own funds until the school year begins. Shannon in contact with STUGO Teacher Advisor.
 - Back to School Teacher Luncheon
 - Shannon reaching out to contacts to finalize.
- Spirit Wear Update ~ Elizabeth
 - Prices were presented and approved.
 - Brenda to create a spreadsheet with everyone's availability to assist with Spirit Wear sales during Registration, and will email to everyone by 7/19/24.
- Marquee Fundraising Update(s)
 - Raytheon Grant Application. All executive board members are to assist Valerie in completing application. Due Date: August 2nd, 2024.
 - Marquee will have a separate line item on PTO Account(s)/Treasure's Report.
 - Business Donation Letters created and stuffing envelopes will be at Shannon's home on 7/15/24 @4pm.
 - Brooke will follow up with Genieve in Bookstore about possible donation add on.
 - Donation QR code flyers have been created for registration and posted on Facebook.

SY 24-25 PTO MEETING SCHEDULE

August 19th @ 7pm
September 16th @ 7pm
October 21st @ 7pm
November 18th @ 7pm

January 13th @ 7pm
February 10th @ 7pm
March 10th @ 7pm
April 14th @ 7pm

Motion to adjourn meeting @ 9:07 PM by Brooke; was unanimously approved.