**Executive Board Meeting**

**Minutes**

**Meeting Date:** March 15th, 2023 @ 6pm, 7pm

**Meeting Location:** ZOOM

# Executive Meeting

Cultural Fiesta**-**

* PTO and CSIA joint effort-
* Will PTO cover costs of 2 bounce houses and a video game truck? The cost Is $1100. The board discussed potentially selling wristbands for $5 to recuperate cost of bounce houses and video game truck. (220 wristbands could cover cost. There is a total of 465 students)
* **President** shared there Is $844 In our Student engagement budget, would need to move money from other funds to cover. Wants to keep a minimum balance of $1000 in the account to cover events In the beginning of next year.
* **Teacher Liason** made the case that the cultural Fiesta was canceled for two years In a row, and it Is an Important, longstanding event for building community within the school.
* **President** suggests re-theming games from the Harvest Hop at the Fiesta as another potential fundraising component.
* Other potential fundraisers: concession stand, but It cannot sell hispanic foods that will compete with the food trucks

## Current PTO funds:

Student engagement/events: "Almost $900.00"

Operations costs: $500.00

Buffer: ?

Educational Resources: ?

Staff Appreciation: $580.00

* **President Elect** shared she spoke with French-Immersion PTO. They are willing to lend their bounce houses, but she Is not sure about the liability/Insurance needs and protocol.
* **Teacher Liaison** says the bounce house has their own Insurance that will cover the event, but she does not believe the French-Immersion bounce houses will be Insured at CSIA building.

## PTO Liability Insurance

* **President** shared that PTO Insurance Is available, but CSIA PTO liability Insurance lapsed In September 2022. she advises that It should be researched and acquired ASAP.
* **Treasurer Elect** commented that the Insurance could be a standard Item to be paid out of operating costs every year. She asked for Information about the previous coverage and where to obtain It be emailed to her so she can begin to Investigate options.
* **President** stated the former policy was through the National PTO organization and it cost $600-800 per year.

## Raffles

* **A board member** asked if we were able to do raffles. **President** said we can. They have been done in the past with little success.
* **President Elect** mentioned having raffles at other events, such as the Spring Concert.

## Spring Concert

* **Teacher Liaison** shares the concert starts at 7PM and lasts about 15 minutes. It will be held April 5th. **President Elect** expresses a desire to have a strong PTO presences there and learn about some of the barriers to participation for parents by collecting questionnaires. The Idea to have a red carpet reception for all the singers Is proposed. Fund-raising Ideas were mentioned (selling roses for families to give to the singers/ a photo booth along the red carpet).
* **Principle** shares that Sra. Howler Is an excellent photographer, so If we decide on the Red carpet, to ask for her help.
* **Teacher Liaison** suggests ways to show up at Spring concert: showing a chart of how much we want to raise and ask for donations, give a very brief presentation on PTO, how to join, upcoming events/fundraising opportunities/ call for volunteers.

## As the time wraps up:

* **Communications Coordinator** suggests we move forward with funding the bounce houses In good faith that we will recuperate the money.
* Free meeting ends before a vote Is made.

# General Meeting

## Getting parents involved

* Collect questionnaires about Barriers to participation and what kinds of fundraisers parents want to see or participate in.
* Get some metal staked outdoor signs with PTO Info
* Talk to parents in the pickup lines.
* Sell Anthony Thomas candy bars

## Getting resources from the outside community

* Emailing local merchants
* **Vice President** asks if there is a Standards of Practices documentation regarding soliciting funds and resources from local merchants; raising funds in general. (e.g. no gambling).
* **Principle** will find out. She knows in the past she would ask about each individual activity. She knows that CSIA staff are not allowed to collect money for the PTO.

### Updating PTO online presence

* **President Elect** asks about reviving the Facebook page. **Teacher Liaison** points out this could spark more Alumni visits. President adds that the Alumni could be a potential source of volunteering.
* PTO website is mentioned as another item in need of updating.
* **Secretary** shares she has some experience with web design and is willing to assist in updating the Facebook page and website with upcoming events and announcement.
* PTO section of School Website also brought up. In need of updating. **Principle** will reach out to Marty with any updates we require.
* Class DOJO. Can PTO post? Currently, the Dojo admin limit who can post. **President** believes Sra Smith does a good job sharing PTO-related updates. **Principle** will look into creating a CSIA PTO profile.

## File Sharing

* **Vice** asks about the PTO files. Is there a shared drive? **President** shares that the files are currently in a folder on her personal computer. In the past, using google drive has resulted in the file **President** formatting getting changed when downloaded. She plans to put all files on thumb drives to give to Board Members.
* **Board members** discuss using a shared drive going forward.

## Inventory

* **President** has recently organized and inventoried supplies. They are in a kitchenette, a closet, and another place. **Vice President** suggests consolidating into one place. **Board** discusses potential storage places in the building at CSIA.

## Membership Fees?

* **Teacher Liaison** argues membership fees tend to create a barrier to participation; believes all parents are members and that is the message we should impart on all parents. Everyone is a member. In this way, when it becomes time to raise funds, parents are more likely to help meet the needs of the target funding goal.
* An example is the water/pop/drink donations. We ask parents to donate with transparency that we will sell them at the event.
* Flyers for calls for volunteers and drink donations will be sent home after Spring Break.

### Action Items

#### Principle:

* Email Marty about website updates to PTO section
* See about a Class Dojo Profile for PTO\

#### Treasurer Elect:

* Research PTO Liability Insurance

#### Secretary

* Review website, Facebook page
* Consider some potential work flows from meetings to announcements on website, fb, and dojo.

**NOTE: other people shared action items I didn’t catch. Also, the Free meeting closed before others could share their action items.**