



Madison Heights PTO

Executive Board Meeting Notes

Dec. 15th, 2025
(2nd of 2 December Meetings)

Tristan Called the meeting to order at 8:02pm

Executive Board Members in attendance

Tristan Gandolfi-President

Myna Wintz-Vice President

Tina Jiwatram-Negrón- Co-Treasurer

Karen Serrano- Co-Treasurer (Karen replaced Claire Todd who resigned from the role in November)

Tom Ansel- Secretary

***Patrick Matthews- Represented Dad's Club for a portion of the meeting to discuss Golf Tournament*

Meeting Summary

The PTO discussed various fundraising initiatives including cash donations, PBL grant requests, and a Dress Down Day distribution of \$684.70 to support families during the holiday season. A significant portion of the meeting focused on planning an upcoming golf tournament fundraiser with vote on whether to have one still pending. We had detailed discussions about venue costs, sponsorship commitments, and potential revenue projections. The group expressed concerns about the financial viability of the golf tournament and agreed to explore alternative options while emphasizing the importance of proper documentation and communication for all fundraising efforts.

PBL

-Tina reported no response from teachers regarding PBL grant requests, and Tristan shared that Principal Lee is committed to supporting PBL implementation, but progress is slow.

-The team learned that Principal Lee will follow up with teachers to get lesson plans attached to PBL materials, and Tristan will conduct additional check-ins with teachers to monitor progress.

Holiday Fund Distribution Plan

-The PTO discussed distributing \$684.70 from a Dress Down Day to support families during the holiday season.

-They decided to follow up with Cheshire and Marioni to determine the number of families to support, without requiring personal information. The group agreed to aim for distributing the funds by Thursday, with Tina handling the cash distribution.

Golf Fundraiser Planning

-Patrick Matthews presented details of an upcoming golf tournament fundraiser scheduled for April 19th at Papago Golf Course.

-He reported having secured commitments for most of the \$3,782.75 deposit required to reserve the venue, with sponsorship commitments already totaling around \$7,000 from three sponsors including Chris Bain and ProWest Roofing.

-Patrick explained that the event is expected to generate significant revenue through sponsorships and participant fees, with a conservative net profit estimate of \$4,000 after expenses, assuming 110 total golfers including 25 sponsors.

-The group discussed budget details for an upcoming golf tournament, with Patrick confirming that the full contract amount of \$15,100 (or \$151 per person) is due regardless of participation numbers, though he expects total expenses of around \$32,000 including prizes and swag.

-Patrick presented a detailed budget breakdown showing approximately \$19,000 for golf fees and \$36,000 total expected revenue, with flexibility to reduce costs on items like tournament signage and prizes if needed.

-The discussion highlighted concerns about risk and budget management, with Tina and Karen emphasizing the importance of having contingency plans and maintaining maximum revenue potential while minimizing unnecessary expenses.

-Tom and others expressing worry about the high costs per player and the reliance on sponsorships to break even. Patrick explained that while the contract was based on 100 players, they could scale back if needed but noted the importance of maintaining flexibility for the course.

-Karen suggested maybe moving the tournament to the first weekend in May to take advantage of better weather and potentially lower costs, while Tina proposed additional cost-cutting measures such as finding sponsors for prizes and food.

-The group agreed that a more realistic approach would be to aim for a higher player turnout while reducing expenses and focusing on securing sponsorships for additional revenue.

-The discussion was left with agreement that Patrick will explore alternative golf course options and investigate lower pricing structures for 75 players instead of 100.

-The group agreed to revisit the decision at the January 6th executive board meeting with more detailed information.

-Additionally, they discussed website updates, committee budget submissions, and the need to train a new treasurer to handle financial responsibilities while Tina is on leave.

Tristan called the meeting to close at 9:15pm