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|  | 9560 East Ray Road, Mesa, AZ 85212480-474-6959pgagnon@qcusd.org |

**Eastmark High School PTO**

EIN #84-2022664

**Date:** January 11th, 2021

**Call to order:** 6:01pm

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| --- | --- | --- | --- |
| **Present:** |  |  | **Absent:** |
| Paul & Cori Gagnon | Liz Murray-Davis |  | Brenda Colon |
| Shaundra Coleman | Andrea Burns |  | Sabrina Wilks |
| Guillermo Lopez | Bo Cobarrubias |  |  |
| Amy Burrows | Carrie LaHaie |  |  |
| Amanda Errington |  |  |  |

**Secretary’s Report**

* Cori made a motion, seconded by Amanda, and approved by all, to approve last month’s meeting minutes

**Treasurer’s Report**

* Cori has been added to the bank account
* Tiffany had been removed from the account, but still has not given the documents, etc. back. Cori will follow-up
* Cori has the debit card and is now able to see the transactions
* Balance $6807.23
* Andrea reached out to Volt Energy (Gaming night sponsor) to see if they would sponsor a teacher lunch. They would like a refund.
	+ Cori made a motion, seconded by Shaundra, and approved by all, to spend no more than $25.00 to order a package of checks
	+ Cori to order

**Historian Report**

* Nothing new to report

**President’s Report**

* T-shirts/T-shirt hoodies are here. Total cost $1139.00.
	+ Cori made a motion, seconded by Shaundra, and approved by all to sell the shirts at $10.00 (t-shirt) and $18.00 (hoodie)
	+ Can pay by cash or venmo
	+ Will sell at orientation
	+ Note that Sabrina Wilkes has stepped down from helping with t-shirt sales
* The lawyer has been paid to update the by-laws
	+ Need to be signed by all board members; come to office to sign
	+ Shaundra to get an updated copy with current members
* PTO T-shirts
	+ Cori got quotes for $22.00 for a polo and $35.00 for a lightweight fleece vest. Price includes embroidery

**Principal’s Report**

* Flying with the Firebirds Night – January 20th & 21st
	+ Need Shaundra to speak (and advertise the Panda Express spirit night)
	+ Need PTO members/volunteers there
		- 1/20 = Cori and Andrea
		- 1/21 = Amanda
	+ Amanda to make a couple flyers with a QR code – one for selling t-shirts and one for advertising our social media accounts
* Amanda advertised for 1 microwave and we received 3. All have been set up in the breakrooms
* Employee of the Month – Recognized at April school board meeting
	+ Get baskets again from Kneaders, plus flowers
	+ Order in March

**Fundraising Committee**

* Restaurant Nights
	+ Panda Express – January 20, 2021
		- Paul requested flyers be sent home with the kids
		- Cori to print a ½ page flyer
		- Online orders will also be accepted
	+ February 17th – Chipotle on Power and Ray
		- Take-out and online
		- 5-9pm 33% profit
		- Will need flyer or promo code
* Color Run
	+ January 30, 2021
	+ Registrations open 12-15-20
	+ Guillermo emailed Melissa but hasn’t heard back. Shaundra will ask Jenn
	+ [www.epcolorrun.org](http://www.epcolorrun.org) for more info
* Game Truck – cancelled
	+ Wing Orthodontics is ok with us keeping their sponsorship money
	+ Need to send Volt Energy a refund
* Main Event – March 3rd, 2021 5:30-8:30pm
	+ Will need a sign-up genius for volunteers
		- Carrie, Shaundra, Cori
	+ Bus? Need to find out district rules with covid
		- Book a month in advance
		- Book an extra bus
		- Need staff members to chaperone
	+ Set up table outside to collect paper receipts for both admission and food
	+ Will get a check within 2 weeks
	+ Need a table, 2 chairs and a clear receipt box
	+ Must stress use of masks
* Glow Golf
	+ Booster Club would like to do it with us
		- Still no info from Christy
* AZ Ice – revisit next year

**Teacher Appreciation**

* January 15th, 2021 – lunch. Shaundra made a motion, seconded by Cori, and approved by all, to spend no more than $500.00 on lunch. Shaundra to also see about getting a donation
	+ Shaundra to order from Chick-fil-A
	+ Won’t be in a box – will need to note only one sandwich, etc. per person
	+ Amy, Shaundra, and Cori to meet at 10:15am
	+ Cori to take pictures and send to Amanda
* February 12th, 2021 – Crumbl Cookies on Signal Butte
	+ Molly from Crumbl will donate 100 mini cookies or give a discount on regular sized cookies
	+ Paul made a motion, seconded by Amanda and approved by all, to spend no more than $150.00 on cookies.
		- January 13th via text - Amanda’s sister’s Oral Surgery Practice will sponsor
	+ Will need to pick up Thursday night since they do not open early
	+ Carrie and Cori to distribute first thing in the morning

**Coffee Corner**

* Plenty of coffee and creamer

**Giving Tree**

* 2 kids did not pick up their gift cards
* Paul to see if they can be mailed to the students

**Key Dates**

* January 20th & 21st – New student orientation nights
* January 20, 2021 – Panda Express spirit night
* January 30, 2021 – Color Run
* February 8th. 2021 – Counselor Appreciation Day
* February 12th, 2021 – Cookies for Teachers
* February 17th, 2021 – Chipotle spirit night
* March 3, 2021 – Main Event
* April 2021 – Employees of the month recognition
* April 22nd, 2021 – Administrative Professional’s Day
* May 1st, 2021 – National Principal’s Day
* May 2021 – Teacher Appreciation Week

**Next Meeting**

Our next fundraising meeting will be held:

Monday January 24th, 2021 at 6pm via Zoom

**Meeting Adjourned**

Shaundra made a motion to adjourn at 7:24pm, seconded by Andrea, and approved by all.



Eastmark High School PTO

Secretary