

Tuesday, February 21, 2023

Randolph ISD PTO Exec Board Meeting - February 21, 2023

Randolph ISD Executive PTO Board Meeting - Secondary Campus, Randolph AFB

Call to Order: 11:15 a.m.

Call to close: 1:11 pm

Next Meeting: at 8:30 a.m. on Randolph Elementary.

Attending: Aaron Lee (President), Sarah Fox (Elementary Vice President), Devon Ortega (MS/HS Vice President), Na'i Valai (Treasurer), Jackie Goepfner (Secretary)

1. Current Events and Fundraising

- a. Stickers - Sample Packs of stickers from Sticker Mule are in. Sarah paid out of pocket for samples
 - i. Price point (at 100 purchased) - \$2 for 1 holographic, \$1 for non-holographic
 - ii. Could sell at back to school, bookfair, Spring Fling
 - iii. Proposing \$300 of each (168 for regular and 197 for each holographic)
 - iv. Sarah will send totals to the exec board and we will vote - Na'i can use the PTO debit card to purchase
- b. Jibbitz
 - i. Devon is working with the company to update the graphics and will get totals so we can vote.
- c. Movie Nights
 - i. We are purchasing a Screen with the Scholastic dollars
 - ii. We could sell concessions, and host them for "free" at the elementary school
- d. Apex
 - i. Is officially canceled at the Secondary Campus
 1. We need to get in writing that we do not owe anything to fulfill the commitment
 - ii. Elementary School
 1. Teachers get 10 percent
 2. 59 percent goes to PTO
 3. The remaining goes to APEX
- e. Book Fair
 - i. Middle School Bookfair is in full swing
 - ii. Setup was pushed to Sunday due the MS/HS
- f. Spring Fling - March 10th
 - i. Notes From Secondary
 1. MS/HS wants the entire budget for Inflatables, but was not officially requested
 2. Waiting on official communication from MS/HS on expectations for event
 3. Waiting on invoice and request before we hand over money for the event
 - ii. Notes From the Meeting
 1. Money Machine
 - a. Use fake printed money and coupons in the money machine.
 - i. Need to figure out timings and logistics
 - ii. Concerns that we will lose money
 - iii. Suggested that students get a piece of candy to participate and an entry into the raffle
 - iv. Money machine may not be the best option
 2. Pickles - like a pickle bar, each pickle will be made to order with different candies or spices.

2. Forms

- a. Devon has uploaded several new forms. Please take a moment to review. BiBi stated that there are originals on a thumb drive that she has possession of.
 - i. Contact Sheet - updated
 - ii. Reimbursement Request - updated
 - iii. Deposit Verification - updated

- iv. Event Eval and Planning - updated
- v. Funds Request
- vi. Cash Advance
- vii. Event Budget Proposal

3. ByLaw Amendments

- a. Financial Limitations
 - i. Every item should be voted on by the board
 - 1. 300 will be voted on by executive board
 - 2. 300 or more will be general board (general board will be defined as all paying member not as the executive board)
- b. Termination Clauses - Jackie will put termination clause on the chat and we can vote
- c. \$10 per vote, or \$15 for family (2 adults)

4. Financial

- a. Treasurer Report
 - i. Review and Update Budget
 - 1. Budget Review
 - a. Box Tops are an additional fund coming in
 - b. Spirit Nights are still coming in for the remaining of the year
 - c. We went 32.13 over on budget for back to school event
 - d. And went over 20.72 for the BooHoo Breakfast
 - e. Canceling both Bingo and Apex and Middle School
 - f. RoHawk Row did not bring in the projected income, waiting to see if Spirit wear will reach their estimate.
 - g. APEX Fun Run at Elementary is our largest fundraiser
 - h. Turkey Bingo, Penguin Patch, and Bookfair made more than estimated
 - i. Popcorn and Pickles, we are working to pay off the machine
 - j. Three outstanding checks are still pending
 - k. APEX projected
 - ii. Handoff and Transparency with Reimbursement
 - 1. Receipts need to be included in requests for reimbursement
 - 2. We cannot write reimbursement checks to ourselves
 - 3. Please check in with the Treasurer on all purchases
 - a. Can be in text or WhatsApp
 - iii. ByLaw updates to reflect new forms and processes
 - 1. By the next meeting and/or previously coordinated with the treasurer

5. Board Positions Considerations

- a. Open and Possible Positions
 - i. Open Board Positions
 - 1. Secretary
 - 2. Member at Large
 - ii. Committee Position
 - 1. Sunshine Team (5-6)
 - 2. Spirit Team - needs to define roles
 - 3. Board Membership Drive
 - iii. Possible Positions
 - 1. Volunteer Coordinator
 - 2. Social Media
 - 3. Staff appreciation
 - 4. Redemption
- b. Communication
 - i. VPs Should attend all meetings at campuses and email chains
 - ii. Executive Board should meet regularly to address issues before general board meetings
 - 1. These will open communication and save face
 - 2. If Exec Board is out of town, a secondary contact should be available
 - iii. Agendas should be distributed before meetings
 - 1. Template for agenda will be on Gdrive
 - iv. All committees should have contact points in the Executive Board

- v. Official communication methods: WhatsApp and PTO email
- c. Professionalism
 - i. Demeanor
 - 1. We need to be extra careful on tone and language
 - 2. We are hearing back from non PTO people that this is not a welcoming crowd or environment
 - 3. People are getting lost in the communication and roles
 - 4. We are the professional face of the PTO - keep positive and welcoming
 - ii. Volunteers
 - 1. Tact needs to be used with volunteers
 - 2. We are trying to build up more volunteers
 - iii. Representation
- 6. **Upcoming Events and Additional information:**
 - a. Please utilize the google drive for all updated information and notes for continuity
 - b. Please utilize Whatsapp for communication.
 - c. Next meeting will be on March 7th at 9am at 1 Military Plaza (Sarah M. 's house).