



PTO Executive Board Meeting Minutes

Friday, April 7, 2023, at 1:00 p.m.

Via in person meeting & Google Meet

Meeting called to order at 1:05 pm

Members present: Principal Boyd, Rachel McFarland, Stacy Adams, Sandy Cardon, Megan Carney, Krista McCully

Members absent: Madelon Czarnecki

New Business:

1. Approve February 28, 2023, meeting minutes
 - Minutes unanimously approved with no further edits
2. Appoint new board members
 - Mrs. Boyd appointed Krista McCully as Secretary
3. Insurance coverage obtained
 - Insurance coverage reviewed
4. Annual corporate filing update
 - Update filed
5. Schedule member meeting
 - Friday May 12th @ 8:00 am
Playground duties will be provided early at 8:00 am
Location: Library
Members may participate via Google meet if unable to attend in person and can vote by email
6. Plan for member meeting
 - The below plan was discussed and will be further refined
Introduction, 10 minute Q&A session, election, and budget adoption.
Mrs. Boyd will count the votes and report results by the end of the day.
7. Fun Run vote
 - Motion to approve full service level of Booster fun run for Oct. 2023.
Stacy/Mrs. Boyd, passed 4/0
8. Election application plan
 - No form required. Members can email their interest.

9. Election advertisement plan
 - The below plan was discussed and approved
 - a. Email PTO email list
 - b. May school newsletter
 - c. Separate school email
 - d. Add info to website
 - e. Advertise on social media
10. Website updates
 - a. Change domain name to ptotrailwind.com?
 - Tabled

Financial updates

1. Quickbooks obtained & set up
2. Foundation accounts review
 - PTO foundations account application submitted
3. Theater Week profits
 - Profits reviewed and will be set aside for Theater Week 2024
4. 2024 Budget creation
 - Stacy & Rachel will work on

Events updates:

1. Theater Week review
 - Successful event; goal is to give each participating student a shirt next year
2. Scratch for Schools review
 - \$270 awarded
3. Art Night
 - Susie Egbert attended meeting to provide an update: volunteer needs will be covered; flyers will be distributed at event; suggested prices will be included for all auction items for sales tax purposes; payment links will be shared and advertised
 - Rachel will follow-up with Quality Art about discount cards
4. Carnival
 - a. Volunteer needs
 - b. Play it Again Sports as sponsor?
 - Tabled for next meeting. Board will invite Jen for updates/needs.

Upcoming Business:

1. Onboarding any new board members

2. End of school year items

Adjournment:

Meeting adjourned at 2:05 pm

Upcoming Events:

1. Art Night: April 14, 2023, 5:00 - 7:00 pm
2. Carnival: May 19, 2023, 5:30 - 8:30 pm

Action Items:

Advertise May member meeting & elections
Schedule next board meeting for early May before member meeting
Finalize member meeting & election plan
Draft 2023-24 budget
Rache & Stacy to meet with Foundation Account staff
Research having parent's sign liability waivers for carnival
Research use of Zelle to accept payments.

Future Meetings:

Executive board meeting: to be determined for early May before member meeting
General membership meeting: May 12, 2023 at 8:00 am.