



Thursday January 3, 2019, 6:00-8:00

Mission: The mission of the AVA PTO will be to organize, communicate and facilitate activities, fundraisers, and community outreach events that align with the school's policies, mission and vision while providing positive interaction and/or fostering support among AVA parents, teachers, staff, administration and the surrounding community.

Vision: All officers of the PTO and its committees will operate with integrity and kindness in a constructive, collaborative, and respectful manner with the volunteer coordinator, school administration, and in accordance with the AVA Community Agreement. Officers and committee members will be supportive and knowledgeable of school policy and will use only appropriate and approved channels of communication to inform and engage the AVA community on the various activities planned by the PTO throughout the school year.

Pledge of Allegiance and PTO Mission & Vision

Attendance, Approval of November Meeting Minutes

- Members in attendance – Rachelle Nye, Jamie Nahil, Shane Graper, Winter Jojola-Talbur, Maren Swain, Kirsten Butler, Eileen Curtis
- Member not in attendance – Trisha French
- Also in attendance – Ryan Hybarger, Board of Directors (BOD) Liaison
- November meeting minutes will be sent out via email the week of 1/7/2019, and then a poll for approval will be posted in the Facebook group.

Introductions

- Introduced Maren Swain, new PTO Officer. Her role will be fine tuned over the next 30 days. She will also work with Kirsten on Community Outreach tasks.
- Introduced Ryan Hybarger, BOD Liaison. As a member of the Board, Ryan will attend PTO meetings and increase communication between the Board and the PTO.

Financial Update

- Renee will get Rachelle the most recent financial update when December has been reconciled, should be next week.
- Account Status
 - The consolidation to one PTO account is complete.
 - Two donations came in - totaling \$3,000.
- Wolf Shack Update
 - Meagan Feger has been working with Rachelle to improve the wolf shack – layout, organization, inventory, and categorizing.
 - Square makes tracking inventory difficult.
 - Meagan has researched and believes a bar coding system would be beneficial and more versatile for the Wolf Shack.
 - Bar coding will lead to more accurate tracking and make it easier to involve volunteers for the Wolf Shack.
 - Meagan and her husband donated new ipad to the wolf shack for this barcoding system.



- PTO would need to buy a point of sale stand with credit card reader (\$169) and a barcode scanner (\$119).
 - Rachele proposed we spend up to \$300 on these components and move to a bar coding system. All Officers in attendance voted yes.
- Outstanding Casino night receipts or other event receipts?
 - No.

PTO Administrative Business

- PTO Chair position
 - Open, but Rachele will be filling in through May.
 - Rachele's focus will be recruiting for open positions, creating PTO support positions and updating the PTO by-laws with Ryan.
 - One of the positions recently opened is leading the uniform re-sales. Rachele will work with Mykil to get additional support.
 - Other open positions include Treasurer, Fundraising Chair.
- Discussion of by-laws
 - Will need Board approval to add in option of calling in to PTO meetings when necessary.
 - Aim to have by-laws fine tuned by the end of the school year.
- Review Upcoming Events and Event Leads
 - Family Movie Night - January 25th in cafeteria, Eileen and Renee leading.
 - February Middle School dance – Shane and Maren
 - March Staff Appreciation – Kirsten and Maren.
 - April Talent Show – Whitney Archibold.
 - May
 - End of Year Party – Rachele and Winter
 - Golf Tournament – Trisha and Jamie
 - Mornings with Moms – Kirsten
 - LAST Last Day – Jamie and Rachele
 - Eighth Grade Continuation – Sheri (Rachele will confirm)
- Student Senate Participation
 - Student Senate meets every Friday.
 - We should meet with them periodically at lunch time around 12:15.
 - Maren will reach out to Mr. Gordon re: meeting with the Student Senate

Marketing Update

- Marketing Update on SCRIP cards
 - Sold \$5200 in scrip cards before winter break.
 - Gave promotion a name: "AVA Giving Cards".
 - Shane will touch base with Gina so we can plan staff appreciation SCRIP card promotion.
 - Soon so we can give parents plenty of time.
- Weekly Marketing Plan for Fundraisers, Committee Events
 - In google drive is not an excel doc called event planner.
 - Has various columns for important event information: title, date, contact info, descriptions, etc.
 - Will work on this towards the marketing plan. Add times, dates, assets, etc.
- PTO Google Drive Update
 - Shane will share the google drive access with Maren and Kirsten.
 - Everything from old drive is in new drive, just not organized yet.
- Fundraising Check/Sign status
 - Marketing check is ordered.



Event and Activity Updates

- Event Re-caps
 - Donuts with Dads went great.
 - Scholastic Book Fair – successful, all money raised used to purchase books.
 - Veterans Day assembly – went really well. There were two assemblies – one morning and one afternoon. The morning had more veteran attendance. But veterans from both assemblies had good reviews of the events.
 - Casino Night – Fun night! We are waiting on final numbers for Casino Night.
- Law Enforcement Assembly - date pending
 - In December AVA had a dress of choice day, the money being donated, just over \$2000, will be donated to the Fallen Officer fund of Douglas County.
 - The donation will be presented at the assembly.
- Middle School Dance – Feb, date TBD
 - May reach out to the Student Senate for ideas.
 - Budget is \$1,500.
 - Getting first committee meeting planned ASAP.
- Staff Appreciation – March, date TBD
 - Kirsten and Maron will begin planning.
- Golf Tournament Fundraiser – May, date TBD
 - Meetings start week of January 7, 2019
- Volunteer Appreciation
 - Eileen will have gift solidified by next meeting.
- Room Parent Communication
 - Eileen will work with Jamie.
 - Need help with staff appreciation and golf tournament.
 - Eileen will also begin developing a communication plan.
- Yearbook Committee
 - Seven people helping.
 - Working with journalism elective group.
 - Progressing well.
- In April/May, PTO strategic planning for next year will occur.

Adjournment