

Washington Elementary School PTO Officer Meeting

June 22, 2024 9:00 am - 12:00pm

I. Welcome and Introductions

Attendees: Craig Moody, Alison Sobczyk, Kakie McGill, Alicia Gillespie, Janene Bolt, Annie Grace, Emily Moody, Gwyneth Cliver

II. Approval of Minutes

Motion to approve May PTO meeting minutes passes.

III. Treasurers' Report

- A. Expenses for 23-24 year were as expected. Income fell short by about \$9,000 - \$13000 depending on how the budgeting is categorized. Some of this shortfall was by design to reduce the surplus and support school initiatives and improvement, but some was due to underestimation of expenses as well as ad hoc board approval of expenses during the school year.
- B. Line items were added to the budget to account for regular expenses for more accurate accounting, for instance Field Day, assemblies, and fall and spring conference dinners.
- C. In June 2023, the balance was \$33375. At the time of the meeting, it was \$25549. The officers agreed the goal to reduce the surplus was reached successfully. As our expenses are approximately \$15000, a new goal of having a cushion balance of approximately \$20,000 was made and the 24/25 budget was developed with an additional reduction of approximately \$3500 included. There will no longer be a spend-down line item.

IV. Fundraising

- A. Going forward, events will be designated as expenses, neutral, or fundraisers. Neutral events--for instance, the Boo Bash and the Carnival--are meant to offer families low-cost activities and should estimate sales with a neutral budget as a goal. Volunteers running neutral events will be given a set budget for expenses and will be expected to calculate entrance or concession fees with the goal of breaking even. Volunteers running expense events will be given a fixed budget and should plan to stay within this figure.

- B. Making the two biggest events budget neutral places more pressure on the fundraisers. We will create a Fundraising Committee to support the fundraising officers.
- C. Spirit Wear should be considered neutral or even an expense. Board approved going forward with designing new spirit wear for the 24-25 year.
- D. After the Fun Run in the fall, which should be our largest source of revenue, the Board will reassess how well the actual income is matching the budgeted figure and will consider additional fundraising methods if necessary.
- E. We will reach out to local businesses for more sponsorship in business memberships and possibly on spirit wear.
- F. We will consider smaller events focused on specific items for purchased, for instance a movie night in the East Playground to purchase a trash can for that playground.
- G. We will take better advantage of our tax-exempt status when making purchases.
- H. We will repeat the eCreamery event in the spring. We will consider a third fundraiser in winter, another partnership with a local business.
- I. The budget will be refined further and will be presented for approval at the August Board meeting.

V. Altitude Planning

- A. We will work to get the directory out earlier this year.
- B. We will allow the volunteers running event to consider whether they would prefer to reduce small prizes and prioritize healthier snacks.
- C. In order to address more budget transparency, we will go over the AY 24-25 final budget at the August meeting. After that, a general report on expenses and income will be given at every meeting but we will not provide line-item budgets at every meeting.
- D. The Board will continue to try to pull in more people to volunteer at events.
- E. Events will continue to be scheduled 5:30 - 7:30 to account for set-up as well as the typical workday of working parents.
- F. As long as Ms. Gillespie is given ample notice, she should be able to cover teacher requests for funding.
- G. We will adjust business meeting agendas to allow for 20 - 30

- minutes of educational content at least some of the time.
- H. We considered how to make teachers feel more welcome, for instance by inviting them to participate in particular conversations or educational content.
 - I. We would like to have a social media presence but recognize it requires some commitment from a volunteer. We will inquire at the August meeting whether there is a parent who would enjoy this work.
 - J. We will host a parents-only social event. This event will be PTO-sponsored but parents will pay for their own food and drinks. A date will be chosen in time to promote it at the Back to School event.

VI. Calendar

- A. Ms. Gillespie will find a date for the Fun Run.
- B. Dundee Day is on August 24.
- C. Back to School Night is August 12, 5 - 6.
- D. Kindergarten Picnic is August 8, 5:00 - 6:30.

VII. Miscellaneous

- A. An annual report flyer will inform parents of the PTO's achievements.
- B. Liaisons between the Board and the committee chairs were chosen.

VIII. Adjourn