

GENERAL PTO MEETING



Date: 2022 12 12 (Monday)
Time: 7:00 PM
Location: Mason Ridge Elementary School
Attendance: Christina Merriman.....President
Samantha Alul.....Co-Vice President
Liz Cunningham.....Co-Vice President
Amy Montgomery.....Co-Treasurer
Melissa Self.....Co-Treasurer
Steve Kadyk.....Secretary
Sophia Ford-Glanton.....Past-President
Dr. Dieken-Buchek.....Principal
Heather Gehner.....Teacher Rep
Greg Wall.....Teacher Rep
Total Members in Attendance.....17

Agenda Link:

https://docs.google.com/presentation/d/1Zjknis6V98O7aMFXJgWPgXaMAJ2rp7azDgVkwqgc2Ow/edit?usp=share_link

- Item 1 Welcome and Introduction: Christina Merriman**
- Item 2 Secretary Update – Steve Kadyk**
- Motion to approve the minutes from the previous meeting on 2022 10 17 was made by Liz Cunningham and seconded by Amy Montgomery; motion passed
- Item 3 Volunteer Recognition**
- Book Fair – Jeni Box, Lindsay Corsale, Kelly Kreikemeier, Mr. Mike and Mr. Rasim
 - Classroom Coordinators – Chelli Johnson
 - Teacher Appreciation – Chelli Johnson
 - Spirit Night
 - Teach Representative – Heather Gehner
- Item 4 Principal Update: Jenn Dieken-Buchek**
- Volunteer update and packets need to be completed ASAP
 - Party Update: Winter Party on 2022 12 21
 - Badges will be pre-printed or all volunteers at parties
 - Staff Learning in December: FUN! Graham Cracker House on display in entry way
- Item 5 President Update: Christina Merriman**
- Next PTO Meeting – Monday, January 9th, 7 PM via Zoom
 - Bylaw Revision Summary
 - General Grammatical and Formatting Changes
 - Article 8 – The Executive Board
 - Article 9 – PTO Officers
 - Article 10 – Duties of Officers

- Article 11 – Financial Control
- Article 12 – Dissolution of Organization
- Article 13 – Amendments
- Motion to approve 2nd Amended Bylaws made by Amy Montgomery, seconded by Lauren Harris, motion passes with nine in favor, two abstentions, none opposed

Item 6 Vice President Update

- Teacher Staff Reimbursement Update (\$3,721 used and \$1,103 remaining)
- Financial Review Updated (\$1,535 used and \$1,435 remaining)

Item 7 Chair Update

- PTO Chairs and Volunteers
 - PTO Website
 - Garden Club
- Committee Descriptions on PTO Website
- Box Tops and Amazon Smiles Reminders – Melissa Self
- Grand Event – Chair Sarah Brickey
 - 100 families and 413 total attendance
- Book Fair – Jeni Box
 - 70 volunteer spots filled
 - \$1,610.50 raised for All for Books
 - 2,728 books sold
 - \$23,672.20 in total sales
- Dine Out Spirit Nights
 - Panda Express and Red Robin
 - Up Next: Panera on Jan. 4th
- Mason Ridge Live – Save the Date
 - Saturday, March 11th at Chaminade
 - Theme: Be Champions
 - Chairs: Susie Glosier, Shannon Searcy, Nicole Murphy, Becky Lawler
- ACE Program (Field Trips)
 - Listing of all fields trips by grade

Item 8 Treasurer Update

- Reminder to use Membership Toolkit for reimbursement
- Financial Update – Statement of Account for November 2022
- Statement of Account of Activity for Year to Date
- Summary of Bank Accounts
 - BOA Checking = \$19,799
 - BOA Saving = \$41,320
 - Total = \$61,119
 - Estimate Ending Reserve = \$38,981
- Tax Form Update with our 1099 EZ

Item 9 New Business

- Discussion of budget in relation to income and expense
- Possible summary of budget line items in relation to revenue, expenses, and net total

- Shared folders for each committee chair to keep info from year to year
- Donation letter of items by parents
- Update for cabinet maker on new construction
- Motion to elect Jeni Box as VP of Chairs, nominated by Steve Kadyk and seconded by Dr. D, nine votes for, none against and no abstentions

Item 10 Old Business

- None presented

Item 11 Adjournment

- It was moved and seconded for adjournment at 8:29 PM.

Minutes Submitted by: Stephen Kadyk