

Canyon Rim PTA

Open Meeting Minutes (Approved)

December 7, 2017
5:30 PM

- I. Call to Order 5:35pm
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Chris Dippong, Theresa Koepke, Misty Dewey, Kaitlyn Gifford, Marilee Garbison, Jason Tilson, Kenneth Fleming, Danielle Pollett, Lynette Tucker, Wendi Howe, Sarah Weigley, Stacy Quantick, Ali Betancourt
 - b. Pearl Harbor Day – Moment of Silence
- III. Review and Approval Meeting Minutes
 - a. November 2, 2017 Meeting
 - i. Motion by Wendi Howe to approve November meeting minutes. Motion carries.
- IV. Review Financial Statements (*Sarah*)
 - a. October 2017
 - i. Motion by Sarah Weigley to approve October financial statement. Motion carries.
 - b. November 2017
 - i. Motion by Sarah Weigley to approve November financial statement. Motion carries.
 - c. PTA Bank Account Changes
- V. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion by Wendi Howe to approve attached school requests. Motion carries.
 - ii. Motion by Sarah Weigley to approve attached school request revisions. Motion carries.
 - c. Meetings with Principal Recap
- VI. Call to Teachers – Open Forum
- VII. Call to Members – Open Forum
- VIII. Committee Reports
 - a. Membership (*Ali*)
 - b. Fundraising (*Wendi*)
 - i. Family Night Out – Firehouse Subs – 10/25/2017 (*Wendi*)
 1. \$94.92 – they cut us a check for \$125.
 - ii. Butter Braids Fundraiser – 10/30/2017 through 11/09/2017 (*Wendi*)
 1. 577 Butter braids Sold
 - a. Down from 666 the previous year
 2. Gross = \$6924
 3. Net = \$2289
 - iii. Family Night Out – Café Rio – 11/09/2017 (*Wendi*)
 1. \$204.20
 - iv. Jamba Juice Day – 11/15/2017 (*Wendi*)
 1. Net = \$349.75
 - v. Fall Brick Order (*Steven*)
 1. Installed 11/24/2017
 - vi. Sunshine Acres Clothing Drive (*Steven*)
 1. Early Pickup on 16th
 - a. Weight = 1000 lbs of clothes
 2. Normal Pickup on 18th
 - a. Weight = 750 lbs of clothes, 1400 lbs Miscellaneous
 3. Total earned = \$426.60

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- c. Hospitality (*Wendi*)
 - i. Teacher Breakfast – Dec 21st
- d. Volunteer (*Misty*)
- e. Calendar Updates (*Chris*)
- f. Yearbook (*Christine*)
- g. Cougarnival (*Steven*)
- IX. Old Business
 - a. National PTA School of Excellence (Steven)
 - i. Submitted and receive Roadmap
 - ii. Will explore items in January
 - b. PTA 501(c)3 Tax Exemption Status
 - i. We have been retroactively reinstated as of November 15, 2016.
 - c. Family Movie Night (Tina)
 - d. Harkins Movie Cup Sales (Steven)
- X. New Business
 - a. Thinkfun Giveaway Winners – Mini Pack (1 of 100)
 - b. Roundtable
- XI. Next Scheduled Meeting Date = 01/11/2018 @ 5:30 PM
- XII. Review Past Month
 - a. Mom and Son Game Night – 11/17/2017 (Ali and Susanna)
- XIII. Upcoming Events
 - a. Donuts with Dads – 12/08/2017 (Wendi Howe)
 - b. Family Night Out – Venezia’s Pizza - 12/14/2017 (Wendi)
- XIV. Adjournment 6:40 PM

PTA School Requests

Meeting: December 7, 2017

Item Requested	How it will Impact Students?	Amount Requested	Not to Exceed?	Includes Tax	Includes Shipping	Approved By Administration	Pay by School	Pay by PTA	PTA Budget Line Item	Approved By PTA
The Preschool Team...Maria Tefft, Brenda Chase and Amy Hancock would like to attend an Early Childhood Seminar. The conference is Saturday, January 6th.	The seminar will give us strategies to help improve our student's preschool experience. The topics they will touch upon are meant for our age group and they will also be presenting information on STEAM activities for our age group.	\$ 114.00		X	N/A	Yes	No	Yes	Education / Training	Yes
1st, 2nd, and 3rd place ribbons for the science fair for fourth, fifth, and sixth grade students.	Students are competing in our second science fair at Canyon Rim. Fifth and sixth graders have the opportunity to compete at the district level.	\$ 43.50		X	X	Yes	No	Yes	Requests	Yes
STEM Revolution to come and be a part of our STEAM night in January.	STEM Revolution will bring in technology tools to engage the students at our STEAM night. They will have a chance to engage in hand-on learning. Students will have a blast using different technology tools to explore science.	\$ 200.00		X	N/A	Yes	No	Yes	Requests	Yes
Money for gift cards for teachers for coming and being a part of our STEAM night. Also, money to get prizes for students who come to STEAM night.	Students will be able to come to STEAM night and have multiple opportunities to engage in hands-on learning. Staff will feel appreciated for spending their night working at our STEAM night to help the kids and their families get a positive experience.	\$ 400.00	X	X	X	Yes	No	Yes	Requests	Yes
\$150 for the WHOLE staff/Canyon Family Holiday Party	It will make the teachers happy :)	\$ 150.00		N/A	N/A	Yes	No	Yes	Hospitality	Yes
Gift cards for Karma Card drawings	This impacts teacher morale and helps students that way :-)	\$ 300.00		N/A	N/A	Yes	No	Yes	Requests	Yes

\$ 1,207.50

\$ 1,093.50	Requests
\$ 114.00	Education / Training

PTA School Request Revisions

Item Requested	Reason for Revision	Original Amount Requested	New Amount Requested	Not to Exceed?
Participation Ribbons for all students who are involved in the science fair.	Students will feel celebrated when they complete their science fair project.	\$ 100.00	\$ 115.00	X

Canyon Rim PTA
Treasurer's Report 07/01/2017 to 11/30/2017

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	420.00	-420.00	-	-420.00
Bank Charges	55.00	61.00	-6.00	-200.00	194.00
Carryover From Previous Year	666.50	-	666.50	13,000.00	-12,333.50
Event Supplies	-	-	-	-	-
Gifts / Donations	474.00	-	474.00	-	474.00
Insurance	-	-	-	-150.00	150.00
Membership Dues 2017-2018	2,215.00	909.00	1,306.00	1,400.00	-94.00
Membership Dues 2018-2019	-	-	-	-	-
Membership Incentives	-	115.24	-115.24	-	-115.24
Office Supplies (PTA Only)	-	314.68	-314.68	-1,000.00	685.32
PayPal Charges	-	167.16	-167.16	-300.00	132.84
Petty Cash	1,600.00	1,600.00	-	-	-
Postage / Shipping	-	35.53	-35.53	-75.00	39.47
President Discretionary	-	-	-	-500.00	500.00
Sign Up Genius	-	39.96	-39.96	-	-39.96
State Conference / Training	-	25.00	-25.00	-2,000.00	1,975.00
Tax Preparation	-	250.00	-250.00	-500.00	250.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	-	-	-300.00	300.00
Total	5,010.50	4,096.57	913.93	9,215.00	-8,301.07

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Carnival	-	-	-	-	-
Donuts With Dad	-	138.43	-138.43	200.00	-338.43
Father Daughter Dance	-	-	-	250.00	-250.00
Grandparents Breakfast	1,050.00	570.09	479.91	300.00	179.91
Mother Son Night	-	653.36	-653.36	-700.00	46.64
Muffins With Mom	-	-	-	100.00	-100.00
Total	1,050.00	1,361.88	-311.88	150.00	-461.88

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	15,000.00	-15,000.00
Box Tops	-	624.00	-624.00	1,000.00	-1,624.00
Butterbraids	6,928.00	4,039.00	2,889.00	3,000.00	-111.00
Cookie Dough	27,007.00	16,337.00	10,670.00	10,000.00	670.00
FNO - Cafe Rio	-	-	-	400.00	-400.00
FNO - Chik-Fil-A	-	-	-	200.00	-200.00
FNO - Chipotle	485.06	-	485.06	600.00	-114.94
FNO - Dairy Queen	-	-	-	200.00	-200.00
FNO - Firehouse Subs	125.00	-	125.00	150.00	-25.00
FNO - Peter Piper Pizza	631.88	-	631.88	1,200.00	-568.12
FNO - Venezias	-	-	-	200.00	-200.00
Harkins Summer Movie	-	-	-	500.00	-500.00
Hurricane Harvey Relief	415.05	415.05	-	-	-
Rewards Programs	660.03	-	660.03	500.00	160.03
Smoothie Day	3,698.36	2,440.00	1,258.36	3,000.00	-1,741.64
Student Council Proceeds	-	-	-	-1,680.00	1,680.00
Sunshine Acres Clothing Drive	-	-	-	200.00	-200.00
Total	39,950.38	23,855.05	16,095.33	34,470.00	-18,374.67

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	150.00	129.00	21.00	350.00	-329.00

Concessions	15.92	282.58	-266.66	-	-266.66
Miscellaneous	-	-	-	-	-
T-Shirts	4,063.00	2,976.21	1,086.79	800.00	286.79
Yearbooks	1,745.00	-	1,745.00	650.00	1,095.00
Total	5,973.92	3,387.79	2,586.13	1,800.00	786.13

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	0.77	-	0.77	-	0.77
Bank Fees	-	6.00	-6.00	-	-6.00
Total	0.77	6.00	-5.23	-	-5.23

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	3,003.80	-3,003.80	-3,200.00	196.20
Art Masterpiece	-	-	-	-400.00	400.00
Education / Training	-	197.50	-197.50	-2,000.00	1,802.50
Family In Need Fund	-	50.00	-50.00	-500.00	450.00
Field Trips - 6th Grade	-	-	-	-600.00	600.00
Field Trips - 5th Grade	-	-	-	-600.00	600.00
Field Trips - 4th Grade	-	-	-	-400.00	400.00
Field Trips - 3rd Grade	-	-	-	-400.00	400.00
Field Trips - 2nd Grade	-	-	-	-400.00	400.00
Field Trips - 1st Grade	-	-	-	-400.00	400.00
Field Trips - Kindergarten	-	870.48	-870.48	-400.00	-470.48
Field Trips - Pre School	-	-	-	-200.00	200.00
Hospitality -Teacher App Week	-	-	-	-850.00	850.00
Hospitality -Staff Meals	-	732.81	-732.81	-2,100.00	1,367.19
Hospitality -Holiday Gifts	-	586.17	-586.17	-1,500.00	913.83
Hospitality -Birthdays	-	-	-	-300.00	300.00
Hospitality -Teacher of the Year	-	-	-	-250.00	250.00
Marquee Sign	-	-	-	-7,000.00	7,000.00
Requests	-	13,180.28	-13,180.28	-14,835.00	1,654.72
Scholastic Items - 6th Grade	-	284.62	-284.62	-700.00	415.38
Scholastic Items - 5th Grade	-	345.41	-345.41	-700.00	354.59
Scholastic Items - 4th Grade	-	-	-	-700.00	700.00
Scholastic Items - 3rd Grade	-	643.12	-643.12	-700.00	56.88
Scholastic Items - 2nd Grade	-	659.42	-659.42	-700.00	40.58
Scholastic Items - 1st Grade	-	767.58	-767.58	-700.00	-67.58
Scholastic Items - Kindergarten	-	32.08	-32.08	-700.00	667.92
Student Recognition	-	998.54	-998.54	-1,500.00	501.46
Teacher Classrooms	-	2,750.00	-2,750.00	-2,500.00	-250.00
Volunteer Recognition	-	-	-	-400.00	400.00

Total	-	25,101.81	-25,101.81	-45,635.00	20,533.19
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Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	51,985.57	57,809.10	-5,823.53	-	-5,823.53

Bank Account Balances	07/01/2017	11/30/2017	Last Reconciled	Summary for the Period	
Checking - Compass	21,165.20	8,492.86	11/30/2017	Starting Total	21,165.20
Savings - Compass	0.00	6,848.81	11/30/2017	Income	51,985.57
Total	21,165.20	15,341.67		Expenses	- 57,809.10 -5,823.53
				Ending Total	15,341.67

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Treasurer's Report Submitted by:

Name: _____ Signature: _____ Date: _____