

Canyon Rim PTA

General Meeting Minutes (Approved)

March 9, 2023

5:30 PM

- I. Call to Order @ 5:32 p.m.
- II. Introductions / Sign In Sheet
 - a. In attendance: Derek Serrano, Lana Murphy, Anna Combe, Nick Controne, Jackie Galloway, Sarah Weigley, Jeremy Crawford, Steven Weigley, Chris Stratton, Joe Lopat, Eddie Marrero, Carley Clark, Carrie Alarie, Curtis Fletcher, Hayley Powell, Sarah Stratton
- III. Call to Administration
 - a. Announcements
 - b. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. February 9, 2023 Meeting
 - i. Motion to approve February 9, 2023 meeting minutes by Lana Murphy. Motion passes unanimously.
- VII. Review Financial Statements (*Chris*)
 - a. February 2022
 - i. Motion to approve February 2023 financial statements by Chris Stratton. Motion passes unanimously.
 - b. School Requests
 - i. Motion to approve school request in the amount of \$350.00 by Lana Murphy. Motion passes unanimously.
 - c. Rewards Programs
 - i. Amazon = \$292.11
 - ii. American Furniture Warehouse = \$926.52
- VIII. General Information
 - a. None
- IX. Discussion Topics
 - a. Harkins Summer Movie Ticket Sales
 - i. Decision—not this year
 - b. Roundtable
 - i. Kona Ice—if we want to continue doing Kona Ice days next year, we need to let them know by Carnival. We will make the decision at our March 30 PTA meeting.

Canyon Rim PTA

General Meeting Minutes (continued) (Approved)

March 9, 2023
5:30 PM

- X. PTA Business
 - a. Ballot Counting and Announcement of 2023-2024 PTA Board Positions
 - i. Chris Stratton—President
 - ii. Bonni Beveridge—Vice President
 - iii. Anna Combe—VP Publicity
 - iv. Nick Controne—VP Fundraising
 - v. Jai Pester—VP Membership
 - vi. Sarah Stratton—Secretary
 - vii. Curtis Fletcher—Treasurer
 - viii. Lana Murphy—Assistant Treasurer
 - ix. Jackie Galloway—VP Hospitality
 - x. Motion to approve 2023-2024 PTA Board Positions by Steven Weigley.
Motion passes unanimously.
 - b. Roundtable
- XI. Committee Reports
 - a. Publicity (*Hayley*)
 - i. Update Wristband dates and amounts—online only
 - ii. Add QR code for the website to purchase wristbands
 - b. Membership (*Jai*)
 - i. Macdonald Orthodontics will sponsor the agendas next year
 - c. Fundraising (*Liz*)
 - d. Hospitality (*Jackie*)
 - e. Event Manager (*Sarah*)
- XII. Upcoming Events (see Event Manager attachment)
 - a. Cougarnival – 04/14/2023 (*Steven*)
- XIII. Review Past Month Events
 - a. Sunshine Acres – (*Steven*)
 - i. Net Profit = \$240.54
 - b. Muffins With Your Favorite Gal – 02/10/2022 (*Chris*)
 - i. Net Profit = \$440
 - c. Booster Fundraiser – 02/15/2023 thru 02/24/2023 (*Liz*)
 - i. Net Profit = \$32,499
 - ii. Next year—budget for a stipend for each classroom to help pay for the classroom rewards
- XIV. Next Meeting Date and Time
 - a. March 30, 2023 @ 5:30 PM @ Canyon Rim Library
- XV. Adjournment @ 7:00 p.m.

PTA School Requests

Meeting: March 9, 2023

| Item Requested | How it will Impact Staff, Students and Families? | 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 |
|--------------------|---|------------------|----------------|--------------|-------------------|----------------------------|---------------|------------|----------------------|-----------------|
| Portable Cone Cart | This is an easier way to move cones that used in the front of the school for traffic safety which increases student safety for the crosswalk area in front of the school. | \$ 350.00 | X | Yes | Yes | Yes | No | Yes | Requests - General | Yes |

\$ 350.00

| | |
|-----------|--------------------|
| \$ 350.00 | Requests - General |
|-----------|--------------------|

PTA Request Tabled for Review at Future Meeting

| Item Requested | How it will Impact Students? | Amount Requested | Not to Exceed? | Includes Tax | Includes Shipping | Approved By Administration | Tabled Reason |
|---|---|------------------|----------------|--------------|-------------------|----------------------------|---|
| Bases and Tar Pads for Continued Delineator Maintenance | Delineator bases are secured to parking lot with melted tar pads. When a delineator base becomes disconnected from parking lot surface, the old tar is not removable. A new base is required and new tar pad(s) needed to resecure. | \$ 300.00 | X | Yes | N/A | Yes | This is a maintenance issue that will be ongoing and the delineators are essential for the pickup and dropoff lines to continue providing safety benefits for our staff and students. However, we can secure the bases with anchors into the parking lot. The PTA decided to check on this course of action instead of purchasing more maintenance items as we still have a few in inventory. |

Canyon Rim PTA FY 2022

Treasurer's Report

07/01/2022 - 02/28/2023

| Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------------------|--------------------|---------------------|--------------------|--------------------|---------------------|
| Accounting Software | - | \$179.00 | -\$179.00 | -\$250.00 | \$71.00 |
| Annual Audit / Financial Review | - | \$380.00 | -\$380.00 | -\$400.00 | \$20.00 |
| Bank Charges | \$5.75 | \$20.75 | -\$15.00 | - | -\$15.00 |
| Banners | - | \$291.08 | -\$291.08 | -\$1,500.00 | \$1,208.92 |
| Carryover From Previous Year | - | - | - | \$36,000.00 | -\$36,000.00 |
| Electronic Transaction Fees | - | \$5.00 | -\$5.00 | -\$200.00 | \$195.00 |
| Gifts / Donations | \$2,237.20 | - | \$2,237.20 | - | \$2,237.20 |
| Insurance | - | - | - | -\$165.00 | \$165.00 |
| Meeting Expenses | - | \$448.69 | -\$448.69 | -\$1,000.00 | \$551.31 |
| Membership Dues 2022-2023 | \$8,762.80 | \$841.50 | \$7,921.30 | \$2,750.00 | \$5,171.30 |
| Membership Dues 2023-2024 | \$30.00 | - | \$30.00 | \$250.00 | -\$220.00 |
| Membership Incentives | - | - | - | -\$1,000.00 | \$1,000.00 |
| Office Supplies (PTA Only) | - | \$319.41 | -\$319.41 | -\$350.00 | \$30.59 |
| Pantry Items | - | \$95.98 | -\$95.98 | -\$300.00 | \$204.02 |
| Petty Cash | \$930.00 | \$930.00 | - | - | - |
| Postage / Shipping | - | - | - | - | - |
| President Discretionary | - | - | - | - | - |
| Printing | - | \$727.24 | -\$727.24 | -\$1,000.00 | \$272.76 |
| Sign Up Genius | - | - | - | - | - |
| State Conference / Training | - | \$766.56 | -\$766.56 | -\$2,750.00 | \$1,983.44 |
| Transaction Error / Pass Through | \$219.23 | \$219.23 | - | - | - |
| Tax Preparation | - | - | - | - | - |
| Website | - | \$623.29 | -\$623.29 | -\$200.00 | -\$423.29 |
| Administration Totals | \$12,184.98 | -\$5,847.73 | \$6,337.25 | \$29,885.00 | -\$23,547.75 |
| Events | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bingo Night | - | - | - | - | - |
| Carnival | - | \$6,101.21 | -\$6,101.21 | - | -\$6,101.21 |
| Donuts With Your Favorite Guy | \$1,426.00 | \$569.73 | \$856.27 | \$600.00 | \$256.27 |
| Family Movie Night | - | - | - | - | - |
| Grandparents Breakfast | \$1,337.00 | \$1,724.08 | -\$387.08 | \$600.00 | -\$987.08 |
| Muffins With Your Favorite Gal | \$1,233.90 | \$188.38 | \$1,045.52 | \$600.00 | \$445.52 |
| Teach or Treat | - | \$2,922.22 | -\$2,922.22 | -\$2,500.00 | -\$422.22 |
| Ultimate Family Fun Night | - | \$1,701.42 | -\$1,701.42 | -\$2,000.00 | \$298.58 |
| Events Totals | \$3,996.90 | -\$13,207.04 | -\$9,210.14 | -\$2,700.00 | -\$6,510.14 |
| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Boosterthon | \$16,507.65 | - | \$16,507.65 | \$20,000.00 | -\$3,492.35 |
| Box Tops | \$153.10 | - | \$153.10 | - | \$153.10 |
| Butterbraids | \$8,880.00 | \$3,780.42 | \$5,099.58 | \$3,900.00 | \$1,199.58 |

| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-----------------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| Cookie Dough | \$12,558.00 | \$6,099.93 | \$6,458.07 | \$6,000.00 | \$458.07 |
| FNO - Bahama Bucks | \$208.91 | - | \$208.91 | \$50.00 | \$158.91 |
| FNO - Chipotle | \$278.09 | - | \$278.09 | \$250.00 | \$28.09 |
| FNO - Crumbl | - | - | - | \$50.00 | -\$50.00 |
| FNO - Culvers | \$250.00 | - | \$250.00 | \$250.00 | - |
| FNO - MOD Pizza | - | - | - | \$150.00 | -\$150.00 |
| FNO - Peter Piper Pizza | \$815.17 | - | \$815.17 | \$600.00 | \$215.17 |
| FNO - Quick Quack Car Wash | \$72.98 | - | \$72.98 | \$100.00 | -\$27.02 |
| FNO - Raising Canes | \$270.00 | - | \$270.00 | \$200.00 | \$70.00 |
| FNO - Sonic | - | - | - | \$100.00 | -\$100.00 |
| Kona Days | \$2,350.00 | - | \$2,350.00 | \$2,700.00 | -\$350.00 |
| Rewards Programs | \$2,096.49 | - | \$2,096.49 | \$1,250.00 | \$846.49 |
| Fundraising Totals | \$44,440.39 | -\$9,880.35 | \$34,560.04 | \$35,600.00 | -\$1,039.96 |
| Sales | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bricks | - | - | - | \$70.00 | -\$70.00 |
| Miscellaneous | - | - | - | - | - |
| Pogo Pass | \$30.00 | - | \$30.00 | - | \$30.00 |
| Spirit Store | \$1,959.70 | \$1,791.94 | \$167.76 | \$75.00 | \$92.76 |
| T-Shirts | \$13.00 | \$9,779.73 | -\$9,766.73 | -\$8,000.00 | -\$1,766.73 |
| Vending | \$1,013.25 | \$30.95 | \$982.30 | \$1,250.00 | -\$267.70 |
| Yearbooks | \$1,710.00 | - | \$1,710.00 | \$2,000.00 | -\$290.00 |
| Sales Totals | \$4,725.95 | -\$11,602.62 | -\$6,876.67 | -\$4,605.00 | -\$2,271.67 |
| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Agendas | - | \$1,145.60 | -\$1,145.60 | - | -\$1,145.60 |
| AR / Renaissance | - | \$4,075.87 | -\$4,075.87 | -\$4,250.00 | \$174.13 |
| Art Masterpiece | - | - | - | -\$500.00 | \$500.00 |
| Author Visits | - | \$1,260.42 | -\$1,260.42 | -\$1,000.00 | -\$260.42 |
| Career Day | - | - | - | -\$250.00 | \$250.00 |
| Club Shirts | \$220.00 | \$1,098.37 | -\$878.37 | -\$1,000.00 | \$121.63 |
| Education / Training | - | - | - | - | - |
| Family In Need Fund | - | \$104.38 | -\$104.38 | -\$500.00 | \$395.62 |
| Field Days | - | \$165.00 | -\$165.00 | -\$2,000.00 | \$1,835.00 |
| Field Trips - 1st Grade | - | - | - | - | - |
| Field Trips - 2nd Grade | - | - | - | - | - |
| Field Trips - 3rd Grade | - | - | - | - | - |
| Field Trips - 4th Grade | - | - | - | - | - |
| Field Trips - 5th Grade | - | - | - | - | - |
| Field Trips - 6th Grade | - | - | - | - | - |
| Field Trips - Kindergarten | - | - | - | - | - |
| Field Trips - Pre School | - | - | - | -\$400.00 | \$400.00 |
| Field Trips - SPICE | - | - | - | -\$400.00 | \$400.00 |
| Hospitality - Holiday Gifts | - | \$2,999.04 | -\$2,999.04 | -\$2,000.00 | -\$999.04 |

| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|--------------------|----------------------|---------------------|---------------------|---------------------|
| Hospitality - Staff Meals | - | \$799.03 | -\$799.03 | -\$1,500.00 | \$700.97 |
| Hospitality - Staff Members of the Year | - | - | - | -\$250.00 | \$250.00 |
| Hospitality - Teacher/Staff Appreciation Week | - | - | - | -\$1,000.00 | \$1,000.00 |
| Oratorical Contest | - | \$284.07 | -\$284.07 | -\$200.00 | -\$84.07 |
| Requests - Curriculum | - | - | - | - | - |
| Requests - General | - | \$5,987.82 | -\$5,987.82 | -\$3,580.00 | -\$2,407.82 |
| Requests - Technology | - | \$3,733.05 | -\$3,733.05 | -\$1,000.00 | -\$2,733.05 |
| School Beautification | \$16,340.12 | \$22,698.60 | -\$6,358.48 | -\$20,000.00 | \$13,641.52 |
| School Safety | - | \$11,853.53 | -\$11,853.53 | -\$5,000.00 | -\$6,853.53 |
| Science Fair / STEAM Night | - | \$209.84 | -\$209.84 | -\$1,500.00 | \$1,290.16 |
| Spelling Bee | - | \$50.07 | -\$50.07 | -\$300.00 | \$249.93 |
| Staff Recognition | - | \$390.00 | -\$390.00 | -\$2,000.00 | \$1,610.00 |
| Student Recognition | - | \$2,186.79 | -\$2,186.79 | -\$5,000.00 | \$2,813.21 |
| Supplemental Items - 1st Grade | - | - | - | - | - |
| Supplemental Items - 2nd Grade | - | - | - | - | - |
| Supplemental Items - 3rd Grade | - | - | - | - | - |
| Supplemental Items - 4th Grade | - | - | - | - | - |
| Supplemental Items - 5th Grade | - | - | - | - | - |
| Supplemental Items - 6th Grade | - | - | - | - | - |
| Supplemental Items - Kindergarten | - | - | - | - | - |
| Teacher Classrooms | - | \$2,891.19 | -\$2,891.19 | -\$2,800.00 | -\$91.19 |
| Visitor Aware | - | - | - | -\$350.00 | \$350.00 |
| Volunteer Recognition | - | \$213.44 | -\$213.44 | -\$1,400.00 | \$1,186.56 |
| School Gifts Totals | \$16,560.12 | -\$62,146.11 | -\$45,585.99 | -\$58,180.00 | \$12,594.01 |
| PayPal Fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
| PayPal Fees | - | - | - | - | - |
| PayPal Fees Totals | - | - | - | - | - |
| Grand Totals | | | | | |
| | \$81,908.34 | -\$102,683.85 | -\$20,775.51 | - | -\$20,775.51 |

| Bank Account Balances | 07/01/2022 | 02/28/2023 | Last reconciled | Summary for the Period | |
|--|--------------------|--------------------|-----------------|------------------------|---------------|
| Checking - Compass | \$46,093.91 | \$25,318.40 | 02/28/2023 | Starting Total | \$46,093.91 |
| PayPal Clearing Account | - | - | Never | Income | \$81,908.34 |
| Totals | \$46,093.91 | \$25,318.40 | | Expenses | -\$102,683.85 |
| <i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i> | | | | Ending Total | \$25,318.40 |

Submitted by:

Name: _____ Signature: _____ Date: _____