

Canyon Rim PTA

Open Meeting Minutes (Approved)

January 9, 2020

5:30 PM

- I. Call to Order 5:40 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Kelli Hinkhouse, Sarah Weigley, Misty Dewey, Joe Lopat, Cecilia Campos, Jackie Galloway, Maria Tefft, Jennifer Reading, Lynette Tucker, Wendi Howe, Monica Garza
- III. Call to Administration
 - a. Announcements
 - i. New banner to be hung in office.
 - ii. Teachers will be at Chik-Fil-A night per administration request. Joe would like there to be Canyon Rim balloons and signs hung.
 - iii. Staff sent out a thank you to PTA for Holiday luncheon.
 - iv. Buddy bench is out and running smoothly.
 - v. Monica Garza was support staff of the year.
 - vi. 6th grade parents needed to volunteer at camp.
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$60 by Lynette Tucker. Motion carries.
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
 - a. Maria Tefft announced that preschool will have a family day. She will get PTA the dates soon. They will need popcorn, water, and sprinklers turned off.
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. December 12, 2019 Meeting
 - i. Motion to approve December 12, 2019 meeting minutes by Sarah Weigley. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. December 2019
 - i. Name of events on financial statements changed to match new event names.
 - ii. Motion to approve December 2019 financial statements by Lynette Tucker. Motion carries.
- VIII. Upcoming Events
 - a. Chik-Fil-A FNO – 01/16/2020 (*Wendi*)
 - i. 5:30-7:30
 - ii. Student council to make signs and bring Cosmo
 - iii. Wendi to get balloons
 - b. Harkins Summer Movie Ticket – 01/27/2020 through 02/10/2020 (*Wendi*)
 - i. Flyers done- sent out a week before start date
 - c. Booster Fun Run – 02/19/2020 (*Wendi*)
 - i. Preschool to be held on Thursday
- IX. Old Business
 - a. Possible refund from Brainyactz
 - i. Have not heard back
 - b. Woodmen Life Donation of school supplies
 - i. Meeting on the Jan. 21st
 - c. Roundtable
 - i. Letter received from Afghanistan for supplies and notes we sent- will be hung on bulletin board in hallway.

Canyon Rim PTA

Open Meeting Minutes (continued) (Approved)

January 9, 2020
5:30 PM

- X. New Business
 - a. Roundtable
 - i. Bingo to be free due to the cancellation of game nights.
- XI. Committee Reports
 - a. Membership (*Misty*)
 - i. 4 new member and 1 new business member
 - b. Volunteer (*Misty*)
 - c. Fundraising (*Wendi*)
 - d. Hospitality (*Wendi*)
 - i. March 3rd 7:00 breakfast for staff
 - e. Event Manager (*Monica*)
 - f. Publicity (*Ali*)
 - i. Changes to calendar: 1st grade program March 19, Spirit Day- AZ birthday, Remove Progress Reports, Change P to K on Fun Run
 - g. Cougarnival (*Steven*)
 - i. We will pull out all the games and repair them on a Saturday before the carnival.
 - ii. All necessary jobs have been handed out.
 - iii. Anyone can reach out to see if any businesses want to donate baskets to our silent auction.
- XII. Review Past Month Events
 - a. Donuts with Your Favorite Guy – 12/13/2019 (*Lynette*)
 - i. There were a lot of extra donuts. We made too many changes this year to determine why less people showed up. Revisit this for next year.
 - b. Box Tops
 - i. \$135 brought in-\$13 to ship and \$100 back to teachers
 - ii. With this process going digital, we are not seeing the same numbers. Revisit for next year.
- XIII. Next Scheduled Meeting Date = 02/13/2020 @ 5:30 PM
- XIV. Adjournment 6:31 PM

PTA School Requests

Meeting: January 9, 2020

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
Medals and Snacks for upcoming Running Club meet.	Since we are hosting the running club meet, we need to be able to provide medals for the winners and are also asked to provide a small snack for everyone that participated at the end fo the meet.	\$60	X	Yes	Yes	Yes	No	Yes	Requests - General	Yes

\$ 60.00

\$ 60.00	Request - General
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Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 12/31/2019

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$165.36	-\$165.36	-\$160.00	-\$5.36
Annual Audit / Financial Review	-	\$360.00	-\$360.00	-\$300.00	-\$60.00
Bank Charges	-	\$22.00	-\$22.00	-\$50.00	\$28.00
Banners	-	\$1,869.67	-\$1,869.67	-\$2,500.00	\$630.33
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$341.88	-\$341.88	-\$750.00	\$408.12
Gifts / Donations	\$10,807.00	-	\$10,807.00	-	\$10,807.00
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	\$2,285.00	\$1,076.50	\$1,208.50	\$1,175.00	\$33.50
Membership Dues 2020-2021	-	-	-	-	-
Membership Incentives	-	-	-	-\$250.00	\$250.00
Office Supplies (PTA Only)	-	-	-	-\$300.00	\$300.00
PayPal Charges	-	\$113.83	-\$113.83	-\$200.00	\$86.17
Petty Cash	\$1,780.00	\$1,780.00	-	-	-
Postage / Shipping	-	\$19.80	-\$19.80	-\$75.00	\$55.20
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	\$4,640.66	-\$4,640.66	-\$600.00	-\$4,040.66
Sign Up Genius	-	\$59.94	-\$59.94	-\$120.00	\$60.06
State Conference / Training	-	\$70.00	-\$70.00	-\$1,100.00	\$1,030.00
Transaction Error / Pass Through	\$1,214.20	\$1,214.20	-	-	-
Website	-	\$21.17	-\$21.17	-\$300.00	\$278.83
Administration Totals	\$17,189.43	-\$11,755.01	\$5,434.42	-\$5,695.00	\$11,129.42
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	\$858.00	\$198.37	\$659.63	\$600.00	\$59.63
Carnival	-	\$246.00	-\$246.00	-	-\$246.00
Donuts With Your Favorite Guy	\$959.25	\$602.12	\$357.13	\$800.00	-\$442.87
Secondary Students Game Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	\$1,151.95	\$646.59	\$505.36	\$400.00	\$105.36
Primary Students Game Night	-	-	-	-\$600.00	\$600.00
Muffins With Your Favorite Gal	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	\$1,096.37	-\$1,096.37	-\$800.00	-\$296.37
Family Movie Night	-	\$509.18	-\$509.18	-	-\$509.18
Events Totals	\$2,969.20	-\$3,298.63	-\$329.43	\$600.00	-\$929.43
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less

Boosterthon	-	-	-	\$15,000.00	-\$15,000.00
Box Tops	-	\$356.00	-\$356.00	\$400.00	-\$756.00
Butterbraids	\$4,080.00	\$2,485.00	\$1,595.00	\$1,750.00	-\$155.00
Cookie Dough	\$27,423.00	\$16,558.90	\$10,864.10	\$11,500.00	-\$635.90
FNO - Bahama Bucks	\$32.97	-	\$32.97	-	\$32.97
FNO - Chipotle	\$224.40	-	\$224.40	\$350.00	-\$125.60
FNO - Dairy Queen	\$36.50	-	\$36.50	\$50.00	-\$13.50
FNO - Peter Piper Pizza	\$770.98	-	\$770.98	\$1,200.00	-\$429.02
FNO - Venezias	-	-	-	\$100.00	-\$100.00
Harkins Summer Movie	-	-	-	\$350.00	-\$350.00
Rewards Programs	\$430.86	-	\$430.86	\$1,600.00	-\$1,169.14
Smoothie Day	\$2,225.93	\$1,482.00	\$743.93	\$1,500.00	-\$756.07
Sunshine Acres Clothing Drive	-	-	-	\$400.00	-\$400.00
Fundraising Totals	\$35,224.64	-\$20,881.90	\$14,342.74	\$34,200.00	-\$19,857.26
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$150.00	-	\$150.00	\$100.00	\$50.00
Concessions	\$5.00	-	\$5.00	-	\$5.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$4,340.91	\$3,659.04	\$681.87	-	\$681.87
Yearbooks	\$2,290.00	\$15.00	\$2,275.00	\$750.00	\$1,525.00
Sales Totals	\$6,785.91	-\$3,674.04	\$3,111.87	\$850.00	\$2,261.87
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	\$500.00	\$939.81	-\$439.81	-	-\$439.81
AR / Renaissance	-	\$7,532.37	-\$7,532.37	-\$7,500.00	-\$32.37
Art Masterpiece	-	\$134.24	-\$134.24	-\$400.00	\$265.76
Author Visits	-	\$260.00	-\$260.00	-\$1,000.00	\$740.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	\$170.00	\$1,012.29	-\$842.29	-\$1,000.00	\$157.71
Education / Training	-	\$378.24	-\$378.24	-\$2,000.00	\$1,621.76
Family In Need Fund	-	-	-	-\$500.00	\$500.00
Field Trips - 6th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 5th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 4th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 3rd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 2nd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 1st Grade	-	-	-	-\$200.00	\$200.00
Field Trips - Kindergarten	-	\$801.53	-\$801.53	-\$700.00	-\$101.53
Field Trips - Pre School	-	-	-	-\$300.00	\$300.00

Field Trips - SPICE	-	-	-	-\$300.00	\$300.00
Hospitality - Teacher Appreciation Week	-	-	-	-\$2,000.00	\$2,000.00
Hospitality - Staff Meals	-	\$1,253.24	-\$1,253.24	-\$2,000.00	\$746.76
Hospitality - Holiday Gifts	-	\$1,032.99	-\$1,032.99	-\$1,500.00	\$467.01
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	\$260.00	\$3,128.91	-\$2,868.91	-\$10,585.00	\$7,716.09
Requests - Technology	-	\$299.85	-\$299.85	-\$7,000.00	\$6,700.15
Scholastic Items - 6th Grade	-	-	-	-	-
Scholastic Items - 5th Grade	-	-	-	-	-
Scholastic Items - 4th Grade	-	-	-	-\$750.00	\$750.00
Scholastic Items - 3rd Grade	-	\$813.11	-\$813.11	-	-\$813.11
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	\$869.34	-\$869.34	-	-\$869.34
Science Fair / STEAM Night	-	\$19.44	-\$19.44	-\$1,000.00	\$980.56
Spelling Bee	-	\$364.60	-\$364.60	-\$250.00	-\$114.60
Staff Recognition	-	\$3,452.00	-\$3,452.00	-\$3,000.00	-\$452.00
Student Recognition	-	\$1,417.20	-\$1,417.20	-\$2,500.00	\$1,082.80
Teacher Classrooms	-	\$3,227.87	-\$3,227.87	-\$2,750.00	-\$477.87
Visitor Aware	-	\$196.21	-\$196.21	-\$500.00	\$303.79
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$930.00	-\$27,133.24	-\$26,203.24	-\$49,885.00	\$23,681.76

Grand Totals						
		\$63,099.18	-\$66,742.82	-\$3,643.64	-\$19,930.00	\$16,286.36

Bank Account Balances	07/01/2019	12/31/2019	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$19,285.99	12/31/2019	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$63,099.18
Totals	\$22,929.63	\$19,285.99		Expenses	-\$66,742.82
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$19,285.99

⊘ These withdrawals had not cleared the bank as of 12/31/2019.			
Date	Reference	Details	Withdrawal
11/27/2019	4059	DRHS Band	-\$1,000.00
12/18/2019	4068	GPS - Nutrition Services Department	-\$132.21
12/20/2019	4069	Wendi Howe	-\$455.43
12/20/2019	4070	Tees and More	-\$251.25
Total			-\$1,838.89

Submitted by:
Name: _____ Signature: _____
Date: _____