

Canyon Rim PTA

General Meeting Minutes (Approved)

September 8, 2022
5:30 PM

- I. Call to Order @ 5:35 p.m.
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Joe Lopat, Justin Wagner, Hayley Powell, Monica Garza, Michelle Linares, Anna Combe, Curtis Fletcher, Jeremy Crawford, Cecilia Campos, Lana Murphy, Alexis Volkman, Jackie Galloway, Bonni Beveridge, Eddie Marrero, Liz Luedtke, Carrie Alarie, Chris Stratton, Sarah Stratton, Jai Pester
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion to approve school request in the amount of \$900 by Bonni Beveridge. Motion passes unanimously.
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. August 4, 2022 Meeting
 - i. Motion to approve August 4, 2022 meeting minutes by Liz Luedtke. Motion passes unanimously.
- VII. Review Financial Statements (*Chris*)
 - a. August 2022
 - i. Motion to approve August 2022 financial statement by Chris Stratton. Motion passes unanimously.
- VIII. General Information
 - a. School Security Update
 - i. Front Door and All Outside entrance doors covered with Perforated Vinyl.
- IX. Discussion Topics
 - a. Playground Covering Update—reimbursement from the school district will be coming, either to the PTA or the school.
 - b. Roundtable

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General Meeting minutes (continued) (Approved)

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- X. PTA Business
 - a. Event Coordinators
 - b. VNET Expo
 - i. Recap
 - ii. ModBalls
 - Affiliate marketing opportunity—30% to PTA for 1st order, 10% for returning customers each order
 - Decision: Yes. We will link ModBalls products to the school store and advertise on social media.
 - c. First Place Spirit Wear
 - i. Alternative to spirit store for purchasing school shirts and hoodies
 - ii. Decision: Yes, not until after we give out free school shirts
 - d. Water Bottle Orders and Update
 - i. This month's orders will be the last for the year. We will find a different vendor for the rest of the year.
 - e. Roundtable
- XI. Committee Reports
 - a. Publicity (*Hayley*)
 - i. Rewards Program on social media
 - b. Membership (*Jai*)
 - i. 138 members
 - c. Fundraising (*Liz*)
 - d. Hospitality (*Jackie*)
 - e. Event Manager (*Sarah*)

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General Meeting minutes (continued) (Approved)

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- XII. Upcoming Events (see Event Manager attachment)
- a. Grandparents Breakfast – 09/09/2022 (*Steven*)
 - i. Order Status
 - b. Butterbraid/ Cookie Dough Fundraiser – 09/12/2022 (*Liz*)
 - i. Update—flyers ready to go out
 - c. Kona Ice Day – 09/14/2022 (*Jackie*)
 - i. Go over issues and talk with Kona
 - Extra truck, more supplies next time
 - Pre-orders ONLY—no cash
 - 10 minutes per grade level to not disrupt student instruction time
 - If issues are not resolved in October, we will dissolve the contract
 - ii. Sign Up Genius
 - d. Parent Teacher Conferences – 09/22/2022 and 09/23/2022 (*Jackie*)
 - i. Dinner on 22nd
 - Sign Up Genius
 - ii. Lunch on 23rd
 - Sign Up Genius
 - e. Butterbraid Delivery – 10/25/2022 (*Liz*)
 - i. Sign Up Genius—2 people from 3:00-6:00; 4 people from 1:00-2:45
 - f. Teach or Treat – 10/27/2022 (*Steven*)
 - i. When going out in backpacks—Oct. 20th
 - ii. Social Media—week back from fall break
 - iii. Sign Up Genius—donations for Teach or Treat—50 spots; send out school wide next week
 - g. Care Package Collection For The Troops – 11/07/2022 thru 11/11/2022 ()
 - i. Flyer Creation—Steve
 - ii. When going out in backpacks—Nov. 1
 - iii. Social Media
 - iv. Boxes—Chris?
 - h. Cookie Dough Delivery – 11/08/2022 (*Liz*)
 - i. Sign Up Genius
 - i. Ultimate Family Fun Night – 11/18/2022 ()
 - i. Flyer Creation
 - ii. When going out in backpacks—Nov. 14
 - iii. Social Media?
 - iv. Sign Up Genius—teachers; 2 weeks before event

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XIII. Review Past Month Events

- a. Kona Ice Day – 08/17/2022 (*Jackie*)
 - i. Net Profit = \$550
 - ii. Go over issues and talk with Kona
- b. Peter Piper Pizza Back to School Party FNO – 08/19/2021 (*Liz*)
 - i. Net Profit = \$815.14

XIV. Next Meeting Date and Time

- a. November 2, 2022 @ 5:30 PM @ Canyon Rim Library

XV. Adjournment @ 7:44 p.m.

PTA School Requests

Meeting: September 8, 2022

| 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 |
|--|--|------------------|----------------|--------------|-------------------|----------------------------|---------------|------------|----------------------|-----------------|
| Lunch Buckets for Class Rooms | Needed to transport lunches for students to cafeteria throughout the year. This will replenish our stock if needed by the staff. | \$ 500.00 | X | Yes | Yes | Yes | No | Yes | Requests - General | Yes |
| Funds to purchase snacks and treats for students | It's an administration incentive to students that demonstrate cougar pride. Unfortunately we cannot use school funds for this per district policy food must meet the requirements for nutrition & regulation | \$ 400.00 | X | Yes | N/A | Yes | No | Yes | Requests - General | Yes |

\$ 900.00

| | |
|-----------|--------------------|
| \$ 900.00 | Requests - General |
|-----------|--------------------|

Canyon Rim PTA FY 2022

Treasurer's Report

07/01/2022 - 08/31/2022

| Administration | Income | Expenses | Year to Date | Net Budget | More/-Less |
|----------------------------------|-------------------|--------------------|--------------------|--------------------|---------------------|
| Accounting Software | - | - | - | -\$250.00 | \$250.00 |
| Annual Audit / Financial Review | - | \$380.00 | -\$380.00 | -\$400.00 | \$20.00 |
| Bank Charges | - | - | - | - | - |
| Banners | - | \$72.77 | -\$72.77 | -\$1,500.00 | \$1,427.23 |
| Carryover From Previous Year | - | - | - | \$36,000.00 | -\$36,000.00 |
| Electronic Transaction Fees | - | \$2.00 | -\$2.00 | -\$200.00 | \$198.00 |
| Gifts / Donations | \$582.60 | - | \$582.60 | - | \$582.60 |
| Insurance | - | - | - | -\$165.00 | \$165.00 |
| Meeting Expenses | - | \$179.85 | -\$179.85 | -\$1,000.00 | \$820.15 |
| Membership Dues 2022-2023 | \$8,647.80 | \$720.50 | \$7,927.30 | \$2,750.00 | \$5,177.30 |
| Membership Dues 2023-2024 | \$30.00 | - | \$30.00 | \$250.00 | -\$220.00 |
| Membership Incentives | - | - | - | -\$1,000.00 | \$1,000.00 |
| Office Supplies (PTA Only) | - | \$297.77 | -\$297.77 | -\$350.00 | \$52.23 |
| Pantry Items | - | - | - | -\$300.00 | \$300.00 |
| Petty Cash | \$210.00 | \$210.00 | - | - | - |
| Postage / Shipping | - | - | - | - | - |
| President Discretionary | - | - | - | - | - |
| Printing | - | \$169.54 | -\$169.54 | -\$1,000.00 | \$830.46 |
| Sign Up Genius | - | - | - | - | - |
| State Conference / Training | - | \$438.82 | -\$438.82 | -\$2,750.00 | \$2,311.18 |
| Transaction Error / Pass Through | - | - | - | - | - |
| Tax Preparation | - | - | - | - | - |
| Website | - | - | - | -\$200.00 | \$200.00 |
| Administration Totals | \$9,470.40 | -\$2,471.25 | \$6,999.15 | \$29,885.00 | -\$22,885.85 |
| Events | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Bingo Night | - | - | - | - | - |
| Carnival | - | \$492.00 | -\$492.00 | - | -\$492.00 |
| Donuts With Your Favorite Guy | - | - | - | \$600.00 | -\$600.00 |
| Family Movie Night | - | - | - | - | - |
| Grandparents Breakfast | - | \$1,673.00 | -\$1,673.00 | \$600.00 | -\$2,273.00 |
| Muffins With Your Favorite Gal | - | - | - | \$600.00 | -\$600.00 |
| Teach or Treat | - | - | - | -\$2,500.00 | \$2,500.00 |
| Ultimate Family Fun Night | - | - | - | -\$2,000.00 | \$2,000.00 |
| Events Totals | - | -\$2,165.00 | -\$2,165.00 | -\$2,700.00 | \$535.00 |
| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Boosterthon | - | - | - | \$20,000.00 | -\$20,000.00 |
| Box Tops | - | - | - | - | - |
| Butterbraids | - | - | - | \$3,900.00 | -\$3,900.00 |

| Fundraising | Income | Expenses | Year to Date | Net Budget | More/-Less |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|---------------------|
| Cookie Dough | - | - | - | \$6,000.00 | -\$6,000.00 |
| FNO - Bahama Bucks | - | - | - | \$50.00 | -\$50.00 |
| FNO - Chipotle | - | - | - | \$250.00 | -\$250.00 |
| FNO - Crumbl | - | - | - | \$50.00 | -\$50.00 |
| FNO - Culvers | - | - | - | \$250.00 | -\$250.00 |
| FNO - MOD Pizza | - | - | - | \$150.00 | -\$150.00 |
| FNO - Peter Piper Pizza | - | - | - | \$600.00 | -\$600.00 |
| FNO - Quick Quack Car Wash | - | - | - | \$100.00 | -\$100.00 |
| FNO - Raising Canes | - | - | - | \$200.00 | -\$200.00 |
| FNO - Sonic | - | - | - | \$100.00 | -\$100.00 |
| Kona Days | \$550.00 | - | \$550.00 | \$2,700.00 | -\$2,150.00 |
| Rewards Programs | \$435.88 | - | \$435.88 | \$1,250.00 | -\$814.12 |
| Fundraising Totals | \$985.88 | - | \$985.88 | \$35,600.00 | -\$34,614.12 |
| 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 | \$1,758.00 | \$1,575.26 | \$182.74 | \$75.00 | \$107.74 |
| T-Shirts | - | - | - | -\$8,000.00 | \$8,000.00 |
| Vending | \$170.30 | - | \$170.30 | \$1,250.00 | -\$1,079.70 |
| Yearbooks | \$1,270.00 | - | \$1,270.00 | \$2,000.00 | -\$730.00 |
| Sales Totals | \$3,228.30 | -\$1,575.26 | \$1,653.04 | -\$4,605.00 | \$6,258.04 |
| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
| Agendas | - | \$1,082.80 | -\$1,082.80 | - | -\$1,082.80 |
| AR / Renaissance | - | \$4,075.87 | -\$4,075.87 | -\$4,250.00 | \$174.13 |
| Art Masterpiece | - | - | - | -\$500.00 | \$500.00 |
| Author Visits | - | - | - | -\$1,000.00 | \$1,000.00 |
| Career Day | - | - | - | -\$250.00 | \$250.00 |
| Club Shirts | - | - | - | -\$1,000.00 | \$1,000.00 |
| Education / Training | - | - | - | - | - |
| Family In Need Fund | - | - | - | -\$500.00 | \$500.00 |
| Field Days | - | - | - | -\$2,000.00 | \$2,000.00 |
| 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 | - | - | - | -\$2,000.00 | \$2,000.00 |

| School Gifts | Income | Expenses | Year to Date | Net Budget | More/-Less |
|---|-------------|---------------------|---------------------|---------------------|--------------------|
| Hospitality - Staff Meals | - | \$416.97 | -\$416.97 | -\$1,500.00 | \$1,083.03 |
| Hospitality - Staff Members of the Year | - | - | - | -\$250.00 | \$250.00 |
| Hospitality - Teacher/Staff Appreciation Week | - | - | - | -\$1,000.00 | \$1,000.00 |
| Oratorical Contest | - | - | - | -\$200.00 | \$200.00 |
| Requests - Curriculum | - | - | - | - | - |
| Requests - General | - | \$1,155.35 | -\$1,155.35 | -\$3,580.00 | \$2,424.65 |
| Requests - Technology | - | \$860.94 | -\$860.94 | -\$1,000.00 | \$139.06 |
| School Beautification | - | \$19,726.62 | -\$19,726.62 | -\$20,000.00 | \$273.38 |
| School Safety | - | - | - | -\$5,000.00 | \$5,000.00 |
| Science Fair / STEAM Night | - | - | - | -\$1,500.00 | \$1,500.00 |
| Spelling Bee | - | - | - | -\$300.00 | \$300.00 |
| Staff Recognition | - | - | - | -\$2,000.00 | \$2,000.00 |
| Student Recognition | - | - | - | -\$5,000.00 | \$5,000.00 |
| 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 | - | -\$30,423.18 | -\$30,423.18 | -\$58,180.00 | \$27,756.82 |
| PayPal Fees | Income | Expenses | Year to Date | Net Budget | More/-Less |
| PayPal Fees | - | - | - | - | - |
| PayPal Fees Totals | - | - | - | - | - |
| Grand Totals | | | | | |
| | \$13,684.58 | -\$36,634.69 | -\$22,950.11 | - | -\$22,950.11 |

⊗ These withdrawals had not cleared the bank as of 08/31/2022.

| Date | Reference | Details | Withdrawal |
|--------------|-----------|----------------|------------------|
| 08/18/2022 | 4322 | GPS Print Shop | -\$112.60 |
| Total | | | -\$112.60 |

| Bank Account Balances | 07/01/2022 | 08/31/2022 | Last reconciled | Summary for the Period | |
|--|--------------------|--------------------|-----------------|------------------------|--------------|
| Checking - Compass | \$46,093.91 | \$23,143.80 | 08/31/2022 | Starting Total | \$46,093.91 |
| PayPal Clearing Account | - | - | Never | Income | \$13,684.58 |
| Totals | \$46,093.91 | \$23,143.80 | | Expenses | -\$36,634.69 |
| <i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i> | | | | Ending Total | \$23,143.80 |

Submitted by:

Name: _____ Signature: _____ Date: _____