

Canyon Rim PTA

General Meeting Minutes (unapproved)

February 8, 2022

5:30 PM

- I. Call to Order @ 5:44 p.m.
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Jai Pester, Emily Pester, Lana Murphy, Chris Stratton, Sarah Stratton, Nikki Little, Monica Garza, Joseph Lopat, Liz Luedtke, Wendi Scharnhorst, Cecilia Campos, Sarah Weigley, Jackie Galloway
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion to approve school request in the amount of \$1,230.00 by Cecilia Campos: Motion passes unanimously.
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Student Council Update
 - a. Feed My Starving Children – February 28th
- VII. Review and Approval Meeting Minutes
 - a. January 13, 2021 Meeting
 - i. Motion to approve January 13, 2022 meeting minutes by Chris Stratton. Motion passes unanimously.
- VIII. Review Financial Statements (*Wendi*)
 - a. January 2022
 - i. Motion to approve January financial statement by Chris Stratton. Motion passes unanimously.
- IX. General Information
 - a. Nomination Committee Selection
 - i. 3 members—1 must be current board member
 - ii. Sarah Weigley, Monica Garza and Cecilia Campos volunteer
 - b. Board Position Overview (See Appendix 1)
 - c. Cougarnival Baskets
 - i. PTA Board Members—start inviting businesses to provide a basket for Cougarnival
 - ii. Grade levels are also providing baskets
 - d. 20th Year Celebration at Cougarnival
 - e. Teacher of the Year Basket
 - i. Needed for dinner on March 31st
 - ii. Jackie to complete by March 23rd.
- X. Discussion Topics
 - a. Roundtable

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- b. Upcoming Events
 - c. Muffins With Your Favorite Girl – 02/11/2022 (*Chris*)
 - i. Muffins – Chris
 - Muffins are ordered—will be picked up on Thursday at 5:00
 - ii. Coffee – Starbucks –
 - iii. Drinks with Cafeteria - Chris
 - d. Booster Fun Run – 02/15/2022 (*Cecilia and Steven*)
 - i. Email to Teachers on 02/01/2022
 - ii. Teacher Meeting – 02/15/2022 @ 7:20 AM (Cancelled)
 - iii. Mid Program Meeting – 02/18/2022 @ 8:00 AM (In Person)
 - iv. Post Program Meeting – 03/04/2022 @ 2:00 PM (Zoom)
 - e. Volunteer Mixer – 02/16/2022 (*Steven and Chris*)
 - i. Tik Tok Shared on 01/25/2022
 - ii. Invitations Sent by Teachers – 02/07/2022
 - iii. Invitations Sent Home – 02/09/2022
 - iv. Tables being picked up – 02/15/2022 (Steven)
 - v. Tables being returned – 02/17/2022 (Steven)
 - vi. Food and Drink Items – Jackie
 - vii. Message to Convey—introduce the current board; talk about what we like about PTA; mix and mingle
 - viii. Processing
 - f. Chick-Fil-A – 02/03/2022 (*Cecilia*)
 - i. Net Profit = \$253.06
- XI. Review Past Month Events
- a. Smoothie Day – 01/19/2022 (*Jackie*)
 - i. Sold 488
 - ii. Net Profit = \$488.10
 - iii. Make sure to send out a sign up genius before each Smoothie Day—We need at least four volunteers to run smoothie day.
- XIII. PTA Business
- b. Quick Quack Car Wash Fundraiser
 - i. Need 30-day notice
 - ii. Can only do 2 a year
 - fundraiser selling the \$10 wash cards starting at the Carnival, then you can continue to sell them for a bit afterwards we can do that.
 - Or we can just do the booth, have a game, give out candy and prizes, etc... and we can then follow up with the card fundraiser in May
 - iii. Lines are not a problem
 - iv. Mascot Quackles will be onsite!
 - Decision: Sell the \$10 wash cards at Cougarnival; maybe do an on-site fundraiser in the fall
 - c. Roundtable

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XIV. Committee Reports

- a. Publicity (*Sarah*)
- b. Membership (*Jeremy*)
 - i. No new members—156 for the year
- c. Fundraising (*Cecilia*)
 - i. Someburros—March 29; Flyers sent home March 28
- d. Hospitality (*Jackie*)
- e. Cougarnival Update (*Steven*)
 - i. Rock wall, big baller, obstacle courses, and banquet tables are ordered
 - ii. Petting zoo and pony ready
 - iii. Kettlecorn is reserved—trying to get in touch to add cotton candy
 - iv. Security—2 Mesa Police officers
 - v. Soda Rush is reserved
 - vi. Volunteers—15 from GCA
 - vii. DJ—no response; Liz and Jai are looking into contacts with DJ's
 - viii. Food—Jackie; send out a sign up genius for teachers to help—March 1/
send to parents on March 15
 - 1. Purchase food from Costco
 - 2. One crockpot of veggie dogs?
 - ix. Bracelets—yellow for pre-sales(\$10), blue for day of (\$15)
 - 1. Sign up genius for selling bracelets (Board)

XV. Meeting Dates and Times

- d. March Meeting – 03/03/2022 @ 5:30 PM @ ?

XVI. Adjournment @ 7:09 p.m.

Canyon Rim PTA

General Meeting Agenda

February 8, 2022

5:30 PM

Appendix 1

PTA President

As President you are the face of the Canyon Rim PTA. You will run all PTA meetings and conduct meetings with the Canyon Rim principal as needed. You will be involved in most, if not all, of the decisions the PTA is involved in.

PTA Vice President

As Vice President you are the eyes and ears of the Canyon Rim PTA. You are backup to run the PTA meetings if the president is unavailable. You should be available to help out any of the other VP's with their duties if necessary.

PTA Secretary

As Secretary you will be responsible for recording and transcribing the meeting minutes for each monthly PTA meeting.

PTA Treasurer

As Treasurer you are responsible for all of the PTA finances. You will coordinate all PTA deposits and withdrawals from the PTA bank account. You will be the sole check writer and will coordinate all invoices, receipts and reimbursements requested through the PTA. You will enter and scan all PTA financial transactions in the MoneyMinder software to be reconciled by the Assistant Treasurer each month.

PTA Assistant Treasurer

As the Assistant Treasurer you are responsible for reconciling the PTA bank accounts on a monthly basis before PTA meetings.

PTA VP of Publicity

As VP of Publicity you are responsible for the communications from the PTA. You will be the liaison between the PTA and the Executive Assistant of Canyon Rim to provide Infinite Campus or School Messenger communications that will need to be sent out. You are responsible for publishing the PTA calendar monthly and you are responsible for maintaining the Facebook page and Instagram Feed.

PTA VP of Ways and Means

As VP of Ways and Means you are responsible for fundraising opportunities for the PTA. You will be responsible for maintaining relationships with fundraising vendors and planning the main PTA fundraisers. You will coordinate and plan Family Night Outs throughout the year.

PTA VP of Membership

As VP of Membership you will be responsible for maintaining and updating the Canyon Rim PTA membership list. You will also coordinate and report the list monthly to the AZ PTA, including new members throughout the year. You will coordinate with local businesses to help maintain and increase the PTA Business Members.

PTA School Requests

Meeting: February 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
Canyon Rim - 20th Celebration		\$ 1,000.00	X	Yes	Yes	Yes	No	Yes	Requests - General	Yes
Individual and class prizes/awards for Read Across America Week	The purpose of Read Across America Week is to promote the importance of reading.	\$ 200.00	X	Yes	Yes	Yes	No	Yes	Requests - General	Yes
ELA Morning Work for 3rd grade	This year long, online or paper-based resource gives the students daily review and spirals concepts taught all year that will impact their writing, reading, and testing skills. It will greatly help prepare them for ASAA testing and 4th grade.	\$ 30.00	X	Yes	N/A	Yes	No	Yes	Supplemental Items - 3rd Grade	Yes

\$ 1,230.00

\$ 30.00	Supplemental Items - 3rd Grade
\$ 1,200.00	Requests - General

Canyon Rim PTA FY 2021

Treasurer's Report

07/01/2021 - 01/31/2022

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$159.45	-\$159.45	-\$160.00	\$0.55
Annual Audit / Financial Review	-	\$320.00	-\$320.00	-\$400.00	\$80.00
Bank Charges	-	\$318.02	-\$318.02	-	-\$318.02
Banners	-	\$1,121.49	-\$1,121.49	-\$1,000.00	-\$121.49
Carryover From Previous Year	-	-	-	\$23,000.00	-\$23,000.00
Credit Card Transaction Charges	-	-	-	-\$200.00	\$200.00
Gifts / Donations	\$2,001.48	-	\$2,001.48	-	\$2,001.48
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2021-2022	\$3,592.50	\$864.00	\$2,728.50	\$1,900.00	\$828.50
Membership Dues 2022-2023	-	-	-	-	-
Membership Incentives	-	\$580.87	-\$580.87	-\$500.00	-\$80.87
Office Supplies (PTA Only)	-	\$162.59	-\$162.59	-\$200.00	\$37.41
Pantry Items	-	\$303.09	-\$303.09	-\$600.00	\$296.91
Petty Cash	\$1,080.00	\$1,080.00	-	-	-
Postage / Shipping	-	-	-	-\$100.00	\$100.00
President Discretionary	-	-	-	-	-
Sign Up Genius	-	-	-	-\$110.00	\$110.00
State Conference / Training	-	\$25.00	-\$25.00	-\$2,000.00	\$1,975.00
Transaction Error / Pass Through	\$514.68	-	\$514.68	-	\$514.68
Website	-	\$902.38	-\$902.38	-\$100.00	-\$802.38
Pay Pal Fees	-	\$69.32	-\$69.32	-	-\$69.32
Administration Totals	\$7,188.66	-\$5,906.21	\$1,282.45	\$19,365.00	-\$18,082.55
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	-	-
Carnival	-	\$2,342.94	-\$2,342.94	-\$2,000.00	-\$342.94
Donuts With Your Favorite Guy	\$1,212.70	\$547.47	\$665.23	\$400.00	\$265.23
Family Movie Night	-	-	-	-	-
Grandparents Breakfast	\$1,453.60	\$751.88	\$701.72	\$400.00	\$301.72
Muffins With Your Favorite Gal	-	-	-	\$400.00	-\$400.00
Teach or Treat	-	\$1,333.48	-\$1,333.48	-\$1,000.00	-\$333.48
Ultimate Family Fun Night	-	\$1,358.92	-\$1,358.92	-\$1,300.00	-\$58.92
Events Totals	\$2,666.30	-\$6,334.69	-\$3,668.39	-\$3,100.00	-\$568.39

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$17,500.00	-\$17,500.00
Box Tops	-	-	-	-	-
Butterbraids	\$8,513.00	\$3,628.50	\$4,884.50	\$3,500.00	\$1,384.50
Cookie Dough	\$14,438.00	\$6,659.00	\$7,779.00	\$5,000.00	\$2,779.00
FNO - Bahama Bucks	-	-	-	\$100.00	-\$100.00
FNO - Chick-fil-A	-	-	-	\$300.00	-\$300.00
FNO - Chipotle	-	-	-	\$500.00	-\$500.00
FNO - Crumbl	\$130.00	-	\$130.00	\$200.00	-\$70.00
FNO - Culvers	\$300.00	-	\$300.00	\$300.00	-
FNO - Dairy Queen	-	-	-	-	-
FNO - MOD Pizza	-	-	-	\$150.00	-\$150.00
FNO - Panda Express	-	-	-	\$100.00	-\$100.00
FNO - Peter Piper Pizza	\$347.84	-	\$347.84	\$700.00	-\$352.16
FNO - Rubios	\$436.28	-	\$436.28	\$150.00	\$286.28
FNO - Someburros	-	-	-	\$50.00	-\$50.00
FNO - Venezias	-	-	-	\$50.00	-\$50.00
Harkins Summer Movie	-	-	-	-	-
Rewards Programs	\$674.87	-	\$674.87	\$1,800.00	-\$1,125.13
Smoothie Day	\$7,446.78	\$5,058.18	\$2,388.60	\$2,000.00	\$388.60
Sunshine Acres Clothing Drive	-	-	-	-	-
Fundraising Totals	\$32,286.77	-\$15,345.68	\$16,941.09	\$32,400.00	-\$15,458.91
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	-	-	-	\$70.00	-\$70.00
Masks	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$137.00	\$807.41	-\$670.41	-\$5,000.00	\$4,329.59
Vending	\$1,732.95	\$1,191.49	\$541.46	\$2,500.00	-\$1,958.54
Yearbooks	\$2,175.00	-	\$2,175.00	\$1,100.00	\$1,075.00
Sales Totals	\$4,044.95	-\$1,998.90	\$2,046.05	-\$1,330.00	\$3,376.05
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	\$936.83	\$965.48	-\$28.65	-	-\$28.65
AR / Renaissance	-	-	-	-\$5,000.00	\$5,000.00
Art Masterpiece	-	-	-	-\$400.00	\$400.00
Author Visits	-	-	-	-\$1,000.00	\$1,000.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	-	\$440.67	-\$440.67	-\$1,000.00	\$559.33
School Gifts Totals	\$936.83	-\$29,861.43	-\$28,924.60	-\$47,335.00	\$18,410.40

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Education / Training	-	-	-	-\$1,000.00	\$1,000.00
Family In Need Fund	-	-	-	-\$500.00	\$500.00
Field Days	-	\$72.00	-\$72.00	-\$1,000.00	\$928.00
Field Trips - 1st Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 2nd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 3rd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 4th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 5th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 6th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - Kindergarten	-	-	-	-\$200.00	\$200.00
Field Trips - Pre School	-	-	-	-\$200.00	\$200.00
Field Trips - SPICE	-	-	-	-\$400.00	\$400.00
Hospitality - Holiday Gifts	-	\$3,000.00	-\$3,000.00	-\$2,500.00	-\$500.00
Hospitality - Staff Meals	-	\$1,339.90	-\$1,339.90	-\$2,000.00	\$660.10
Hospitality - Staff Members of the Year	-	-	-	-\$250.00	\$250.00
Hospitality - Teacher/Staff Appreciation Week	-	-	-	-\$1,500.00	\$1,500.00
Oratorical Contest	-	\$167.54	-\$167.54	-	-\$167.54
Requests - Curriculum	-	-	-	-	-
Requests - General	-	\$11,240.95	-\$11,240.95	-\$12,085.00	\$844.05
Requests - Technology	-	-	-	-	-
School Beautification	-	\$5,838.29	-\$5,838.29	-\$7,000.00	\$1,161.71
Science Fair / STEAM Night	-	-	-	-\$1,250.00	\$1,250.00
Spelling Bee	-	\$195.32	-\$195.32	-\$300.00	\$104.68
Staff Recognition	-	\$560.51	-\$560.51	-\$1,000.00	\$439.49
Student Recognition	-	\$2,030.00	-\$2,030.00	-\$2,000.00	-\$30.00
Supplemental Items - 1st Grade	-	\$373.82	-\$373.82	-\$300.00	-\$73.82
Supplemental Items - 2nd Grade	-	-	-	-\$300.00	\$300.00
Supplemental Items - 3rd Grade	-	-	-	-\$300.00	\$300.00
Supplemental Items - 4th Grade	-	\$886.95	-\$886.95	-\$300.00	-\$586.95
Supplemental Items - 5th Grade	-	-	-	-\$300.00	\$300.00
Supplemental Items - 6th Grade	-	-	-	-\$300.00	\$300.00
Supplemental Items - Kindergarten	-	-	-	-\$300.00	\$300.00
Teacher Classrooms	-	\$2,750.00	-\$2,750.00	-\$2,750.00	-
Visitor Aware	-	-	-	-\$50.00	\$50.00
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$936.83	-\$29,861.43	-\$28,924.60	-\$47,335.00	\$18,410.40
Grand Totals					
	\$47,123.51	-\$59,446.91	-\$12,323.40	-	-\$12,323.40

⊘ These withdrawals had not cleared the bank as of 01/31/2022.

Date	Reference	Details	Withdrawal
01/21/2022	4259	Tropical Smoothie	-\$976.18
01/28/2022	Debit Card	Amazon	-\$40.02
01/31/2022	4261	Chris Stratton	-\$63.58
Total			-\$1,079.78

Bank Account Balances	07/01/2021	01/31/2022	Last reconciled	Summary for the Period	
Checking - Compass	\$28,049.09	\$15,725.69	01/31/2022	Starting Total	\$28,049.09
Totals	\$28,049.09	\$15,725.69		Income	\$47,123.51
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$59,446.91
				Ending Total	\$15,725.69

Submitted by:

Name: _____ Signature: _____ Date: _____