

Canyon Rim PTA

General Meeting Minutes (Approved)

August 13, 2020

5:30 PM

- I. Call to Order @ 5:34 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Kelli Hinkhouse, Cecilia Campos, Jeremy Crawford, Clark Gregory, Wendi Howe, Joseph Lopat
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$775.00 by Jeremy Crawford. Motion carries 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. July 9, 2020 Meeting
 - i. Motion to approve July 9, 2020 meeting minutes by Jeremy Crawford. Motion carries unanimously.
- VII. Review Financial Statements (*Clark*)
 - a. July 2020
 - i. Motion to approve July 2020 financial statement by Clark Gregory. Motion carries unanimously.
- VIII. Upcoming Events
 - a. Back to School Party @Peter Piper Pizza – 08/14/2020 (*Cecilia*)
 - i. Take Out ONLY
 - ii. PTA will be at restaurant from 5:00 PM – 7:00 PM to welcome families and thank them for their continued support.
 - b. Family Night Out @ Culvers – 09/14/2020 (*Cecilia*)
 - i. Whole week (9/14 through 9/20)
 - ii. No specific night for families
 - iii. Cecilia will get flyer top Sarah for posting and sending out.
 - c. Cookie Dough Fundraiser – 09/14/2020 (*Cecilia*)
 - i. Pushing out until November and will replace Butterbraids fundraiser for this year.

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IX. Old Business

- a. Spirit Shirts for 2020-2021
 - i. Getting specific numbers from teachers so we don't over order
 - ii. Ordering 8/17 or 8/18
- b. Masks for Staff
 - i. Delivered and great response!
- c. Board Position Update
 - i. Sill looking for Secretary
- d. Bank Account Signers Updated
- e. State PTA Convention
 - i. Online
 - ii. President, VP and Treasurer must attend.
 - iii. Attendees:
 - 1. Steven, Jeremy, Clark, Wendi and Cecilia
 - iv. Motion to allow Wendi Howe and Cecilia Campos to represent and be voting delegates for Canyon Rim PTA at state PTA Convention by Steven Weigley. Motion carries unanimously.
- f. VNET Expo
 - i. Moved back to September 26th
- g. Roundtable

X. New Business

- a. Audit Approval (*Clark*)
 - i. Recommendations:
 - 1. Document differences in Membership for amounts collected.
 - ii. Motion to approve 2019-2020 Financial Audit by Clark Gregory. Motion carries unanimously.
- b. Taxes Completed, Submitted and Accepted by IRS (*Steven*)
- c. Sign Up Genius
 - i. Monthly Service Suspended – Saving \$10 a month
- d. Face Buttons for Staff
 - i. \$5 per button
 - ii. Board chose not to move this forward as there are better ways to accomplish this for way less money.
- e. Roundtable

XI. Committee Reports

- a. Fundraising (*Cecilia*)
- b. Membership (*Wendi*)
 - i. Holding off on membership push until we are back on ground.
- c. Volunteer (*Wendi*)
- d. Hospitality (*Wendi*)
 - i. Dinner for Teachers on 9/24 for Parent Teacher Conference late night
 - ii. Lunch for Staff on 9/25 for Parent Teacher Conference
- e. Event Manager (*Monica*)

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- XII. Review Past Month Events
 - a. None
- XIII. Next Scheduled Meeting Date = 09/10/2020 @ 5:30 PM @ The HUB
- XIV. Adjournment @ 7:20 PM

PTA School Requests

Meeting: August 13, 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
Spalding Name Tags for 4th and 5th Grade Traditional classrooms. Spalding Text Structure Posters, Manuscript letter strip and name tags for 1st Grade Traditional classroom.	These materials will help our traditional students with identifying and writing their cursive letters and reinforce the different types of text structure.	\$ 75.00	X	Yes	Yes	Yes	No	Yes	Requests - General	Yes
Wood Signs and Decoration for Front Office and Hallways throughout the school	Pride in their school and updated items in the front office.	\$ 550.00	X	Yes	N/A	Yes	No	Yes	School Beautification	Yes
Enter and Exit Door Signs	This will help with traffic flow through the front office doors since new security system was installed and also help with social distancing rules for our families.	\$ 150.00	X	Yes	Yes	Yes	No	Yes	School Beautification	Yes

\$ 775.00

\$ 75.00	Request - General
\$ 700.00	School Beautification

Canyon Rim PTA FY 2020

Treasurer's Report

07/01/2020 - 07/31/2020

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$159.45	-\$159.45	-\$175.00	\$15.55
Annual Audit / Financial Review	-	\$315.00	-\$315.00	-\$300.00	-\$15.00
Bank Charges	-	-	-	-\$25.00	\$25.00
Banners	-	-	-	-\$1,200.00	\$1,200.00
Carryover From Previous Year	-	-	-	\$30,000.00	-\$30,000.00
Credit Card Transaction Charges	-	-	-	-\$200.00	\$200.00
Event Supplies	-	-	-	-\$500.00	\$500.00
Gifts / Donations	-	-	-	-	-
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2020-2021	\$330.00	-	\$330.00	\$1,150.00	-\$820.00
Membership Dues 2021-2022	-	-	-	-	-
Membership Incentives	-	-	-	-\$500.00	\$500.00
Office Supplies (PTA Only)	-	-	-	-\$250.00	\$250.00
Petty Cash	-	-	-	-	-
Postage / Shipping	-	-	-	-\$25.00	\$25.00
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-	-
Sign Up Genius	-	-	-	-\$120.00	\$120.00
State Conference / Training	-	-	-	-\$1,100.00	\$1,100.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	\$235.98	-\$235.98	-\$300.00	\$64.02
Administration Totals	\$330.00	-\$710.43	-\$380.43	\$26,290.00	-\$26,670.43
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	-\$500.00	\$500.00
Carnival	-	\$492.00	-\$492.00	-	-\$492.00
Donuts With Your Favorite Guy	-	-	-	-	-
Family Movie Night	-	-	-	-\$250.00	\$250.00
Grandparents Breakfast	-	-	-	-	-
Muffins With Your Favorite Gal	-	-	-	-	-
Teach or Treat	-	-	-	-\$1,000.00	\$1,000.00
Events Totals	-	-\$492.00	-\$492.00	-\$1,750.00	\$1,258.00
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$15,000.00	-\$15,000.00
Fundraising Totals	\$370.91	-	\$370.91	\$23,955.00	-\$23,584.09

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Box Tops	-	-	-	-	-
Butterbraids	-	-	-	\$1,000.00	-\$1,000.00
Cookie Dough	-	-	-	\$5,000.00	-\$5,000.00
FNO - Bahama Bucks	-	-	-	\$30.00	-\$30.00
FNO - Chick-fil-A	-	-	-	\$300.00	-\$300.00
FNO - Chipotle	-	-	-	\$200.00	-\$200.00
FNO - Crumbl	-	-	-	\$50.00	-\$50.00
FNO - Culvers	-	-	-	\$200.00	-\$200.00
FNO - Dairy Queen	-	-	-	\$25.00	-\$25.00
FNO - Firehouse Subs	-	-	-	\$25.00	-\$25.00
FNO - MOD Pizza	-	-	-	\$50.00	-\$50.00
FNO - Peter Piper Pizza	-	-	-	\$500.00	-\$500.00
FNO - Rubios	-	-	-	\$50.00	-\$50.00
FNO - Sonic	-	-	-	\$25.00	-\$25.00
Harkins Summer Movie	-	-	-	-	-
Rewards Programs	\$370.91	-	\$370.91	\$1,500.00	-\$1,129.09
Smoothie Day	-	-	-	-	-
Sunshine Acres Clothing Drive	-	-	-	-	-
Fundraising Totals	\$370.91	-	\$370.91	\$23,955.00	-\$23,584.09
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	-	-	-	\$100.00	-\$100.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	-	-	-	-\$6,000.00	\$6,000.00
Yearbooks	\$50.00	-	\$50.00	\$600.00	-\$550.00
Sales Totals	\$50.00	-	\$50.00	-\$5,300.00	\$5,350.00
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	-	\$1,108.81	-\$1,108.81	-\$575.00	-\$533.81
AR / Renaissance	-	-	-	-\$9,000.00	\$9,000.00
Art Masterpiece	-	-	-	-\$200.00	\$200.00
Author Visits	-	-	-	-\$500.00	\$500.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	-	-	-	-\$1,000.00	\$1,000.00
Education / Training	-	-	-	-\$1,000.00	\$1,000.00
Family In Need Fund	-	-	-	-\$1,000.00	\$1,000.00
Field Trips - 1st Grade	-	-	-	-	-
Field Trips - 2nd Grade	-	-	-	-	-
School Gifts Totals	-	-\$3,418.74	-\$3,418.74	-\$43,195.00	\$39,776.26

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Field Trips - 3rd Grade	-	-	-	-	-
Field Trips - 4th Grade	-	-	-	-	-
Field Trips - 5th Grade	-	-	-	-	-
Field Trips - 6th Grade	-	-	-	-	-
Field Trips - Kindergarten	-	-	-	-	-
Field Trips - Pre School	-	-	-	-	-
Field Trips - SPICE	-	-	-	-	-
Hospitality - Holiday Gifts	-	-	-	-\$1,250.00	\$1,250.00
Hospitality - Staff Meals	-	-	-	-\$1,500.00	\$1,500.00
Hospitality - Staff Members of the Year	-	-	-	-\$250.00	\$250.00
Hospitality - Teacher/Staff Appreciation Week	-	-	-	-\$1,000.00	\$1,000.00
Requests - General	-	-	-	-\$13,720.00	\$13,720.00
Requests - Technology	-	-	-	-	-
School Beautification	-	\$542.86	-\$542.86	-\$500.00	-\$42.86
Science Fair / STEAM Night	-	-	-	-\$1,000.00	\$1,000.00
Spelling Bee	-	-	-	-\$250.00	\$250.00
Staff Recognition	-	\$258.73	-\$258.73	-\$1,500.00	\$1,241.27
Student Recognition	-	\$1,508.34	-\$1,508.34	-\$2,500.00	\$991.66
Supplemental Items - 1st Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - 2nd Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - 3rd Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - 4th Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - 5th Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - 6th Grade	-	-	-	-\$800.00	\$800.00
Supplemental Items - Kindergarten	-	-	-	-\$800.00	\$800.00
Teacher Classrooms	-	-	-	-	-
Visitor Aware	-	-	-	-\$200.00	\$200.00
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	-	-\$3,418.74	-\$3,418.74	-\$43,195.00	\$39,776.26
Grand Totals	\$750.91	-\$4,621.17	-\$3,870.26	-	-\$3,870.26

⊘ These withdrawals had not cleared the bank as of 07/31/2020.

Date	Reference	Details	Withdrawal
06/11/2020	4115	Megan Harmon	-\$14.00
06/26/2020	4118	Tatum DeCotiis	-\$183.21
07/23/2020	4121	GPS Print Shop	-\$1,108.81
07/28/2020	4125	Karen Johnston	-\$315.00
Total			-\$1,621.02

Bank Account Balances	07/01/2020	07/31/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$36,370.51	\$32,500.25	07/31/2020	Starting Total	\$36,370.51
Totals	\$36,370.51	\$32,500.25		Income	\$750.91
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$4,621.17
				Ending Total	\$32,500.25

Submitted by:

Name: _____ Signature: _____

Date: _____