

Canyon Rim PTA

General Meeting Minutes (Approved)

November 4, 2021
5:30 PM

- I. Call to Order @5:30 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Sarah Weigley, Chris Stratton, Tamara Earl, Jackie Galloway, Joseph Lopat, Wendi Howe, Cecilia Campos, Jeremy Crawford, Lana Murphy, Kelly DeVar, Jeanine Thomas, Chandra Carr, Monica Garza
- III. Call to Administration
 - a. Announcements
 - i. Principal Breakfast and Teach or Treat were a success
 - ii. PTA may implement Fall Festival for Teach or Treat next year
 - b. School Requests
 - i. Motion to approve school request in the amount of \$1450.00 by Chris Stratton. Motion passes unanimously.
 - c. Meetings with Principal Recap
 - i. Discussed School Request
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. October 14, 2021 Meeting
 - i. Motion to approve October 14, 2021 meeting minutes by Cecilia Campos. Motion passes unanimously.
- VII. Review Financial Statements (*Wendi*)
 - a. October 2021
 - i. Motion to approve October 2021 financial statement by Chris Stratton. Motion passes unanimously.
- VIII. General Information
 - a. Oceanography Fundraiser
 - i. \$441.49 and \$73.19 for Total \$514.68
 - b. Rubios and Crumbl Fundraiser
 - i. Rubios Net Profit = \$463.28
 - ii. Crumbl Net Profit = \$130.00
- IX. Discussion Topics
 - a. Event Coordinators
 - i. Smoothie Day #4, 11/17/2021 – Jackie Galloway
 - ii. Field Day/Turkey Trot, 11/23/2021 – Jackie Galloway
 - iii. Donuts with Your Favorite Guy, 12/10/2021 – Wendi Howe
 - iv. Field Day/Reindeer Run, 12/15/2021 – Steven Weigley
 - v. Muffins with Your Favorite Girl, 02/11/2022 – Chris Stratton
 - vi. Booster Fun Run, 02/25/2022 – Cecilia Campos
 - vii. Cougar Carnival, 03/25/2022 – Steven Weigley
 - viii. Smoothie Day #5, 04/27/2022 – Jackie Galloway
 - ix. Smoothie Day #6, 05/18/2022 – Jackie Galloway
 - x. Water Field Day, 05/20/2022 – Wendi Howe

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- b. Cougarnival Committee
 - i. Lights, Fence – Steven Weigley
 - ii. Bounce House, Rock Wall, Quad Bungee – Chris Stratton
 - iii. Petting Zoo, Pony Rides – Wendi Howe
 - iv. Kettle Corn, Soda Rush – Sarah Weigley
 - v. Security/Mesa PD – Jeremy Crawford/Wendi Howe
 - vi. Prizes and Candy – Jeanine Thomas
 - vii. Baskets – Everyone
 - viii. Volunteers – Involved teachers for a better volunteer process
 - ix. DJ – Steven Weigley
 - x. Food
 - 1. Pizza by the Slice
 - 2. Nachos
 - 3. Pretzel Bites
 - 4. Hotdogs
 - 5. Chips
 - 6. Hot Boxes
 - xi. Wristbands
 - 1. \$10 and \$15
 - 2. Online Sales ONLY for \$15 wristbands
 - a. Select the timeslot for Bungee Trampoline (like fast pass)
 - b. Need to figure out timeslots from vendor
 - c. Write the time on wristband
 - d. Will call pickup at gate
 - 3. Sell \$10 wristbands outside from 3/15 – 3/24
 - c. Roundtable
- X. Upcoming Events
- a. Care Collection For Troops – 11/08/2021 – 11/12/2021 (*Steven*)
 - i. Donations going to Marines in Persian Gulf this year
 - ii. Sarah aware and set on dates for Flyers, Facebook and Remind
 - b. Panda Express Family Night Out – 11/16/2021 (*Cecilia*)
 - i. Sarah aware and set on dates for Flyers, Facebook and Remind
 - c. Smoothie Day – 11/17/2021 – (*Steven*)
 - i. Sign Up Genius – 11/11/2021
 - d. Donuts With Your Favorite Guy – 12/10/2021 (*Wendi*)
 - i. Wendi is on Donuts from Bashas
 - ii. Steven to contact Alexis about coffee from Starbucks
 - iii. Steven is on drinks from Cafeteria
 - iv. Sign Up Genius – 10 volunteers (4 cash and 6 servers)
 - v. Sarah aware and set on dates for Flyers, Facebook and Remind
 - e. MOD Pizza and Crumble Family Night Out – 12/15/2021 (*Cecilia*)
 - i. Sarah aware and set on dates for Flyers, Facebook and Remind
 - f. Geno's Family Night Out – 01/12/2022 (*Cecilia*)
 - i. Sarah aware and set on dates for Flyers, Facebook and Remind

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XI. Review Past Month Events

- a. Butterbraid Delivery – 10/19/2021 @ 1:00 PM – (*Cecilia*)
 - i. Lessons Learned
 - 1. Make a point next year – that order form needs to be completed for orders to be processed
 - 2. Talk to vendor and make Phone Number required for all online account setups.
 - 3. PTA will add storage disclaimer to the flyer
 - a. We cannot properly store items. They need to be picked up on time.
- b. Smoothie Day – 10/20/2021 – (*Steven*)
 - i. 487 Smoothies Sold of 490
- c. Teach or Treat – 10/28/2021 – (*Sarah*)
 - i. Lessons Learned
 - 1. Switch entrance to where exit was this year to accommodate the line for the photobooth
 - 2. Activity Sheet was a huge hit! – Keep for next year
 - 3. Make letters for the Activity Sheet games larger and more visible
 - 4. Figure out how to make teachers understand that they can only give out 3 pieces of candy
- d. Cookie Dough Delivery – 11/02/2021 @ 1:30 PM – (*Cecilia*)
 - i. Lessons Learned
 - 1. Update contact information for online orders
 - 2. Make a point next year – that order form needs to be completed for orders to be processed
 - 3. Talk to vendor and make Phone Number required for all online account setups.
 - 4. PTA will add storage disclaimer to the flyer
 - a. We cannot properly store items. They need to be picked up on time.
- e. Game Truck – 11/03/2021 (*Steven*)
 - i. Kids had lots of fun
 - ii. Missed Preschool student on poor assumption
 - 1. Next year make sure to focus on everyone
 - 2. That student gets time next year as well

XII. PTA Business

- a. Roundtable
 - i. PTA board members are invited to the staff holiday party.

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- XIII. Committee Reports
 - a. Publicity (*Sarah*)
 - i. Calendar will now include PTA events ONLY
 - b. Membership (*Jeremy*)
 - i. 153 members/2 new members
 - c. Fundraising (*Cecilia*)
 - i. 8 large pizzas from Peter Piper Pizza
 - 1. 2 cafeteria/2 maintenance/4 administration staff
 - 2. Order for November 23rd @ 12:30
 - d. Hospitality (*Jackie*)
 - i. Candy bar & 110 \$20 gift cards for staff Christmas gifts
 - e. Event Manager (*Monica*)
- XIV. Meeting Dates and Times
 - a. December Meeting – 12/09/2021 @ 5:30 PM @ Canyon Rim
 - i. Board to show at 4:45 PM for Dinner provided by teachers
- XV. Adjournment @ 9:01 PM

PTA School Requests

Meeting: November 4, 2021

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
Pizza Party incentive for winning classes for our annual FOOD DRIVE	Motivation for students and families to be involved with a great cause for our community. Also, good publicity for our school.	\$ 450.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
Funds to help supplement Staff holiday Christmas Get-Together	Time for staff to come together and enjoy time away from work.	\$ 700.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes
Shelves and Containers	To organize the closet with student supplies/necessities. To better server the student families.	\$ 300.00	X	Yes	N/A	Yes	No	Yes	Requests - General	Yes

\$ 1,450.00

\$ 1,450.00	Requests - General
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Canyon Rim PTA FY 2021

Treasurer's Report

07/01/2021 - 11/30/2021

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	-	\$225.00	-\$225.00	-	-\$225.00
Banners	-	\$905.97	-\$905.97	-\$1,000.00	\$94.03
Carryover From Previous Year	-	-	-	\$23,000.00	-\$23,000.00
Credit Card Transaction Charges	-	-	-	-\$200.00	\$200.00
Gifts / Donations	\$1,707.93	-	\$1,707.93	-	\$1,707.93
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2021-2022	\$3,592.50	\$852.00	\$2,740.50	\$1,900.00	\$840.50
Membership Dues 2022-2023	-	-	-	-	-
Membership Incentives	-	\$580.87	-\$580.87	-\$500.00	-\$80.87
Office Supplies (PTA Only)	-	\$94.39	-\$94.39	-\$200.00	\$105.61
Pantry Items	-	\$214.14	-\$214.14	-\$600.00	\$385.86
Petty Cash	\$780.00	\$780.00	-	-	-
Postage / Shipping	-	-	-	-\$100.00	\$100.00
President Discretionary	-	-	-	-	-
Sign Up Genius	-	-	-	-\$110.00	\$110.00
State Conference / Training	-	-	-	-\$2,000.00	\$2,000.00
Transaction Error / Pass Through	\$514.68	-	\$514.68	-	\$514.68
Website	-	\$105.85	-\$105.85	-\$100.00	-\$5.85
Pay Pal Fees	-	\$66.48	-\$66.48	-	-\$66.48
Administration Totals	\$6,595.11	-\$4,304.15	\$2,290.96	\$19,365.00	-\$17,074.04
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	-	-
Carnival	-	\$492.00	-\$492.00	-\$2,000.00	\$1,508.00
Donuts With Your Favorite Guy	-	-	-	\$400.00	-\$400.00
Family Movie Night	-	-	-	-	-
Grandparents Breakfast	\$1,403.00	\$751.88	\$651.12	\$400.00	\$251.12
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	\$1,403.00	-\$3,936.28	-\$2,533.28	-\$3,100.00	\$566.72

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	-	-	-	\$200.00	-\$200.00
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	\$639.87	-	\$639.87	\$1,800.00	-\$1,160.13
Smoothie Day	\$5,982.50	\$4,082.00	\$1,900.50	\$2,000.00	-\$99.50
Sunshine Acres Clothing Drive	-	-	-	-	-
Fundraising Totals	\$30,657.49	-\$14,369.50	\$16,287.99	\$32,400.00	-\$16,112.01
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	\$1,577.75	\$1,191.49	\$386.26	\$2,500.00	-\$2,113.74
Yearbooks	\$2,145.00	-	\$2,145.00	\$1,100.00	\$1,045.00
Sales Totals	\$3,859.75	-\$1,998.90	\$1,860.85	-\$1,330.00	\$3,190.85
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	-	-	-	-\$1,000.00	\$1,000.00
School Gifts Totals	\$936.83	-\$22,521.85	-\$21,585.02	-\$47,335.00	\$25,749.98

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	-	-	-	-\$1,000.00	\$1,000.00
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	-	-	-	-\$2,500.00	\$2,500.00
Hospitality - Staff Meals	-	\$1,096.58	-\$1,096.58	-\$2,000.00	\$903.42
Hospitality - Staff Members of the Year	-	-	-	-\$250.00	\$250.00
Hospitality - Teacher/Staff Appreciation Week	-	-	-	-\$1,500.00	\$1,500.00
Oratorical Contest	-	-	-	-	-
Requests - Curriculum	-	-	-	-	-
Requests - General	-	\$9,988.87	-\$9,988.87	-\$12,085.00	\$2,096.13
Requests - Technology	-	-	-	-	-
School Beautification	-	\$5,783.24	-\$5,783.24	-\$7,000.00	\$1,216.76
Science Fair / STEAM Night	-	-	-	-\$1,250.00	\$1,250.00
Spelling Bee	-	-	-	-\$300.00	\$300.00
Staff Recognition	-	\$366.91	-\$366.91	-\$1,000.00	\$633.09
Student Recognition	-	\$310.00	-\$310.00	-\$2,000.00	\$1,690.00
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	-\$22,521.85	-\$21,585.02	-\$47,335.00	\$25,749.98
Grand Totals	\$43,452.18	-\$47,130.68	-\$3,678.50	-	-\$3,678.50

⊘ These withdrawals had not cleared the bank as of 11/30/2021.

Date	Reference	Details	Withdrawal
11/01/2021	4239	Tees and More	-\$185.59
11/22/2021	4245	Steven Weigley	-\$446.48
Total			-\$632.07

Bank Account Balances	07/01/2021	11/30/2021	Last reconciled	Summary for the Period	
Checking - Compass	\$28,049.09	\$24,370.59	11/30/2021	Starting Total	\$28,049.09
Totals	\$28,049.09	\$24,370.59		Income	\$43,452.18
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$47,130.68
				Ending Total	\$24,370.59

Submitted by:

Name: _____ Signature: _____

Date: _____