

# Canyon Rim PTA

## Open Meeting Minutes (Approved)

April 4, 2019

5:30 PM

- I. Call to Order 5:35pm
- II. Introductions / Sign In Sheet
  - a. In attendance: Steven, Weigley, Sarah Weigley, Lynette Tucker, Kelli Hinkhouse, Monica Garza, Wendi Howe, LeeAnn Buckland, Jennifer Reading, Kaitlyn Gifford, Marilee Garbison, Chris Dippong, Theresa Koepke, Lana Moore, Ali Betancourt
- III. Call to Administration
  - a. Announcements
    - i. Principal Moore Retiring at end of year
  - b. School Requests
    - i. Motion to approve school requests in the amount of \$953.96 by Lynette Tucker. Motion carries.
  - c. Meetings with Principal Recap
    - i. Confirmed Boosterthon Date
      1. 02/20/2020 through 02/28/2020
    - ii. Visitor Aware at Canyon Rim Update
      1. Administration wants to move ahead with presenting to district
- IV. Call to Teachers – Open Forum
  - a. Lee Anne Buckland suggested a buddy bench in memory of Kevaleen DeBolt. It will be open for donations and PTA will help with the cost as necessary.
- V. Student Council Update
- VI. Call to Members – Open Forum
- VII. Review and Approval Meeting Minutes
  - a. March 2019 Meeting
    - i. Motion to approve March 2019 meeting minutes by Wendi Howe. Motion carries.
- VIII. Review Financial Statements (Kelli)
  - a. March 2019
    - i. Motion to approve March 2019 financial statements by Kelli Hinkhouse. Motion carries.
- IX. Upcoming Events
  - a. Bingo Night – April 12th (Monica)
  - b. Smoothie Day - April 24<sup>th</sup> (Wendi)
  - c. Volunteer Lunch – April 25<sup>th</sup> (School)
    - i. PTA invited
  - d. Box Tops – April 27<sup>th</sup> (Sarah/Tina)
  - e. Muffins With Mom – May 3<sup>rd</sup> (Steven)

# Canyon Rim PTA

## Open Meeting Minutes (continued) (Approved)

April 4, 2019

5:30 PM

- X. Old Business
  - a. PTA Board Member Positions for School Year 2019-2020
    - i. Update from Nomination Committee with vote counts
      - 1. President – Steven Weigley
      - 2. VP-Lynette Tucker
      - 3. Secretary – Jennifer Reading
      - 4. Treasurer – Kelli Hinkhouse
      - 5. Asst. Treasurer - Sarah Weigley
      - 6. VP Membership – Misty Dewey
      - 7. VP Publicity – Ali Betancourt
      - 8. VP Ways & Means – Wendi Howe
    - ii. Approve new PTA Board position elected members
      - 1. Motion to approve new PTA board positions by Sarah Weigley.  
Motion carries.
- XI. New Business
  - a. State PTA Convention (June 7 & 8)
  - b. Yearbook Contract with Jostens
  - c. Calendar Overview for 2019-2020 School Year
    - i. Discussing major event and dates we would prefer.
    - ii. Master Planning meeting April 18<sup>th</sup>
  - d. Roundtable
- XII. Committee Reports
  - a. Membership (*Chris*)
  - b. Fundraising (*Wendi*)
  - c. Hospitality (*Wendi*)
    - i. Please restock Plates, Napkins and Silverware
      - 1. Will need for Volunteer Lunch
    - ii. Popcorn for Building Blocks Graduation
      - 1. May 22<sup>nd</sup>, 60 people, 10:00 AM
    - iii. BBQ for Staff on April 18th
  - d. Volunteer (*Misty*)
  - e. Publicity (*Ali*)
  - f. Review Past Month Events
    - a. Smoothie Day - March 27<sup>th</sup> (*Wendi*)
      - a. Net Profit = \$341.91
    - b. Cougarnival – March 29<sup>th</sup> (*Steven*)
      - a. Expenses = \$9,890
      - b. Net Profit = \$604
        - i. Wristbands = \$7,093
        - ii. Concessions = \$800
        - iii. Silent Auction = \$2,601
- XIII. Next Scheduled Meeting Date = 05/02/2019 @ 5:30 PM
- XIV. Adjournment 7:06pm

# PTA School Requests

Meeting: April 4, 2019

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
2 Way Radio	Ensure safety on campus and on playground	\$ 812.00		Yes	Yes	Yes	No	Yes	Requests - Technology	Yes
Ziploc bags	Will be used to keep headphones for testing in good condition	\$ 21.96		Yes	N/A	Yes	No	Yes	Requests	Yes
Large Plastic Tub For toy storage or in	All students will participate in canyon rim's annual water day.	\$ 75.00	X	Yes	N/A	Yes	No	Yes	Requests	Yes

\$ 908.96

\$ 812.00	Requests - Technology
\$ 96.96	Requests - General

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	159.00	-159.00	-160.00	1.00
Annual Audit / Financial Review	-	206.25	-206.25	-300.00	93.75
Bank Charges	-	16.04	-16.04	-100.00	83.96
Carryover From Previous Year	6,854.55	-	6,854.55	4,000.00	2,854.55
Event Supplies	-	471.64	-471.64	-	-471.64
Gifts / Donations	2,338.78	-	2,338.78	-	2,338.78
Insurance	-	-	-	-165.00	165.00
Membership Dues 2017-2018	-	-	-	-	-
Membership Dues 2018-2019	2,700.00	1,166.00	1,534.00	850.00	684.00
Membership Incentives	-	568.54	-568.54	-500.00	-68.54
Office Supplies (PTA Only)	-	173.53	-173.53	-500.00	326.47
PayPal Charges	-	108.15	-108.15	-250.00	141.85
Petty Cash	3,115.00	5,865.00	-2,750.00	-	-2,750.00
Postage / Shipping	-	13.65	-13.65	-50.00	36.35
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	-	-	-500.00	500.00
Sign Up Genius	-	89.91	-89.91	-120.00	30.09
State Conference / Training	-	-	-	-2,000.00	2,000.00
Tax Preparation	-	-	-	-300.00	300.00
Transaction Error / Pass Through	392.00	7,241.55	-6,849.55	-	-6,849.55
Website	9.03	721.69	-712.66	-300.00	-412.66
<b>Total</b>	<b>15,409.36</b>	<b>16,800.95</b>	<b>-1,391.59</b>	<b>-395.00</b>	<b>-996.59</b>

Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Spelling Bee	-	-	-	-	-
Teach or Treat	-	572.97	-572.97	-	-572.97
Bingo Night	998.00	208.59	789.41	500.00	289.41
Carnival	-	6,485.64	-6,485.64	-	-6,485.64
Donuts With Dad	1,012.50	543.60	468.90	350.00	118.90
Father Daughter Night	682.03	656.62	25.41	-600.00	625.41
Grandparents Breakfast	1,227.85	543.72	684.13	350.00	334.13
Mother Son Night	-	575.80	-575.80	-600.00	24.20
Muffins With Mom	-	-	-	250.00	-250.00
<b>Total</b>	<b>3,920.38</b>	<b>9,586.94</b>	<b>-5,666.56</b>	<b>250.00</b>	<b>-5,916.56</b>

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	31,431.85	15,969.43	15,462.42	15,000.00	462.42
Box Tops	858.00	645.00	213.00	500.00	-287.00
Butterbraids	6,037.50	3,802.50	2,235.00	3,000.00	-765.00
Cookie Dough	29,169.00	17,387.60	11,781.40	10,000.00	1,781.40
FNO - Chipotle	336.72	-	336.72	500.00	-163.28
FNO - Dairy Queen	41.39	-	41.39	100.00	-58.61
FNO - Little Caesars	-	-	-	500.00	-500.00
FNO - Peter Piper Pizza	697.43	-	697.43	1,200.00	-502.57
Harkins Summer Movie	7.00	994.70	-987.70	500.00	-1,487.70
Popcorn and Pickles	274.60	124.18	150.42	-	150.42
Readathon	-	-	-	-	-
Rewards Programs	1,210.50	-	1,210.50	1,200.00	10.50
Smoothie Day	3,137.18	1,388.00	1,749.18	2,000.00	-250.82
Student Council Proceeds	-	-	-	-	-
Sunshine Acres Clothing Drive	510.55	-	510.55	300.00	210.55
<b>Total</b>	<b>73,711.72</b>	<b>40,311.41</b>	<b>33,400.31</b>	<b>34,800.00</b>	<b>-1,399.6</b>

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
FNO - Cafe Zupas	88.19	-	88.19	-	88.19
Pogo Pass	15.00	-	15.00	-	15.00
Bricks	100.00	110.00	-10.00	150.00	-160.00
Concessions	-	-	-	-500.00	500.00
Miscellaneous	1,444.50	245.50	1,199.00	-	1,199.00
T-Shirts	3,560.00	775.24	2,784.76	-1,000.00	3,784.76
Yearbooks	2,751.00	2,100.00	651.00	650.00	1.00
<b>Total</b>	<b>7,958.69</b>	<b>3,230.74</b>	<b>4,727.95</b>	<b>-700.00</b>	<b>5,427.95</b>

Savings Account	Income	Expenses	Year to Date	Net Budget	More/-Less
Interest	0.83	-	0.83	-	0.83
Bank Fees	-	99.00	-99.00	-	-99.00
<b>Total</b>	<b>0.83</b>	<b>99.00</b>	<b>-98.17</b>	<b>-</b>	<b>-98.17</b>

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
AR / Renaissance	-	426.80	-426.80	-4,000.00	3,573.20
Art Masterpiece	-	400.21	-400.21	-400.00	-0.21
Education / Training	-	-	-	-2,000.00	2,000.00
Family In Need Fund	-	350.00	-350.00	-500.00	150.00
Field Trips - 6th Grade	-	-	-	-200.00	200.00
Field Trips - 5th Grade	-	-	-	-400.00	400.00
Field Trips - 4th Grade	-	-	-	-	-
Field Trips - 3rd Grade	-	-	-	-	-
Field Trips - 2nd Grade	-	-	-	-	-
Field Trips - 1st Grade	-	-	-	-	-
Field Trips - Kindergarten	-	974.09	-974.09	-1,000.00	25.91
Field Trips - Pre School	-	-	-	-	-
Hospitality - Teacher App Week	-	-	-	-2,000.00	2,000.00
Hospitality - Staff Meals	34.32	1,457.07	-1,422.75	-1,000.00	-422.75
Hospitality - Holiday Gifts	-	1,116.19	-1,116.19	-2,200.00	1,083.81
Hospitality - Staff of the Year	-	-	-	-500.00	500.00
Requests	-	17,505.08	-17,505.08	-12,255.00	-5,250.08
Scholastic Items - 6th Grade	-	-	-	-700.00	700.00
Scholastic Items - 5th Grade	-	672.35	-672.35	-700.00	27.65
Scholastic Items - 4th Grade	-	702.17	-702.17	-	-702.17
Scholastic Items - 3rd Grade	-	-	-	-	-
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	-	-	-700.00	700.00
Student Recognition	-	453.45	-453.45	-2,000.00	1,546.55
Teacher Classrooms	-	2,750.00	-2,750.00	-3,000.00	250.00
Teacher Recognition	-	805.30	-805.30	-	-805.30
Volunteer Recognition	-	-	-	-400.00	400.00
<b>Total</b>	<b>34.32</b>	<b>27,612.71</b>	<b>-27,578.39</b>	<b>-33,955.0</b>	<b>6,376.61</b>

Grand Total	Income	Expenses	Year to Date	Net Budget	More/-Less
	<b>101,035.30</b>	<b>97,641.75</b>	<b>3,393.55</b>	<b>-</b>	<b>3,393.55</b>

Bank Account Balances	07/01/2018	03/31/2019	Last Reconciled	Summary for the Period	
Checking - Compass	3,883.17	14,130.44	03/31/2019	Starting Total	10,736.89
Savings - Compass	6,853.72	0.00	09/30/2018	Income	101,035.30
<b>Total</b>	<b>10,736.89</b>	<b>14,130.44</b>		Expenses	- 97,641.75    3,393.55
				Ending Total	14,130.44

**These withdrawals had not cleared the bank as of 03/31/2019**

<b>Date</b>	<b>Ref</b>	<b>Paid To</b>	<b>Uncleared Withdrawal</b>
09/24/2018	3902	Monica Garza	13.59
03/21/2019	3968	Kerry Draney	36.61
03/25/2019	3970	Boosterthon Enterprises Inc.	2,000.00
03/25/2019	3971	Brittney Burns	50.00
03/25/2019	3972	Rock It Up	2,518.44
03/25/2019	3973	Carters Farm	446.25
03/28/2019	3974	Robert Messing	120.00
03/28/2019	3975	Garrett Daniels	120.00
03/28/2019	3976	Steven Weigley	77.91
03/28/2019	3977	Booster Enterprises	13,969.43
03/28/2019	3978	AZ Inflatable Events LLC	1,919.03
<b>Total</b>			<b>\$21,271.26</b>