

Canyon Rim PTA

General Meeting Agenda

January 11, 2024

5:30 PM

- I. Call to Order @ 5:29 p.m.
- II. Introductions / Sign In Sheet
 - a. In attendance: Chris Stratton, Samantha Thurber, Nick Controne, Sara Neves, Monica Garza, Curtis Fletcher, Joe Lopat, Krissi Fleming, Lana Murphy, Felipe Castro, Amanda Patrick, Anna Combe, Sarah Stratton, Jen Packer, Bonni Beveridge, Jackie Galloway
- III. Call to Administration
 - a. Announcements
 - i. Visit from A+ committee on Jan. 25-26. They will be visiting with teachers, students, and parents to determine if Canyon Rim earns an A+ rating.
 - b. School Requests
 - i. Motion to approve school request in the amount of \$200.00 by Sarah Stratton. 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. December 7, 2023 Meeting
 - i. Motion to approve December 7, 2023 meeting minutes by Bonni Beveridge. Motion passes unanimously.
- VII. Review Financial Statements (*Curtis*)
 - a. December 2023
 - i. Motion to approve December 2023 financial statement by Bonni Beveridge. Motion passes unanimously.
- VIII. General Information
- IX. Discussion Topics
 - a. Fundraisers for next year
 - i. Candles
 - ii. Butterbraid
 - iii. Cookie Dough
 - iv. Boosterthon

*We are happy with Boosterthon and will keep working with them next year. We are open to changing the Butterbraid and Cookie Dough fundraiser next year. Everyone can bring ideas for optional replacements to the next meeting. Keep the fundraising discussion on the agenda for next month.
- X. PTA Business
 - a. Nomination Committee Selection—Jackie Galloway, Bonni Beveridge, Anna Combe
 - b. Board Position Overview (See Appendix 1)
 - i. Discussion to split the VP Publicity to position into two positions—one that takes care of social media posts, and one that is in charge of paper calendars, flyers, and bulletin boards.

- ii. Motion to change the name of VP of Publicity to VP of Communication by Bonni Beveridge. Motion passes unanimously.
 - iii. Motion to create a new board position VP of Marketing by Sarah Stratton. Motion passes unanimously.
 - c. Roundtable
- XI. Committee Reports
 - a. Publicity (*Anna*)
 - b. Membership (*Jai*)
 - c. Fundraising (*Nick*)
 - d. Hospitality (*Jackie*)
- XII. Upcoming Events
 - a. Family Night Out – Main Event – 1/29/2024 (*Nick*)
 - i. send out a printed flyer Mon. Jan. 22
 - b. PTA Mixer – 1/30/2024 (*Chris and Jackie*)
 - i. Format
 - Rent Tables?
 - Food–Jackie
 - Slide show to go over PTA events, and how parents can help out
 - Advertise on social media and the marquee
 - c. Kona Day – 2/7/2024 (*Anna and Lana*)
 - d. Muffins With Your Favorite Gal – 02/09/2024 (*Chris, Curtis, and Nick*)
 - i. Nick–Reach out to Starbucks to donate coffee–order 1 big container of coffee and small container of decaf; Call to double check the day before!
 - ii. Curtis–Costco; place the order for muffins
 - e. Booster Teacher Meeting – 02/13/2024
 - f. Booster Fundraiser – 02/14/2024 thru 02/23/2024
 - i. Financial Goal: \$20,000
 - ii. Fundraising Item: Student support kits for each classroom to enhance student sensory and emotional regulation
 - iii. Have teachers come up with ideas for incentives they are willing to do for their students
 - iv. Possible incentives:
 - School Goal Incentive: Inflatable suit race!
 - Registration Incentive: If 15% of the school registers before Kickoff - they earn PJ day, If 65% - they earn a sweet treat/gift
 - Teacher Incentive: If 100% of the class registers - teachers earn jeans week, PTA covers duty for teachers, etc.
 - g. Booster Obstacle Course – 02/23/2024 (*Booster*)
- XIII. Review Past Month Events
 - a. Donuts With Your Favorite Guy – 12/08/2023 (*Jackie*)
 - i. Next year–check the price of donuts before we set the budget for this event. Look into asking for donations from Bashas to help cover the cost.
 - b. Kona Ice Day – 1/10/2024 (*Lana*)
- XIV. Next Meeting Date and Time
 - a. February 8, 2024 @ 5:30 PM @ Canyon Rim Library
- XV. Adjournment @ 7:40 p.m.

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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. You will need to take care of all the administrative and legal tasks as well, such as standards of affiliation and PTA certification. You are required to complete the state PTA training to hold this position.

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 VPs with their duties if necessary. You are required to complete the state PTA training to hold this position.

PTA Secretary

As Secretary you will be responsible for documenting the meeting minutes for each monthly PTA meeting. You are required to complete the state PTA training to hold this position.

PTA Treasurer

As Treasurer you are responsible for all 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 by the end of the month to prepare for reconciliation by the Assistant Treasurer. Remit membership dues to State PTA from Givebacks (MemberHub) by the 20th of each month. You are required to complete the state PTA training to hold this position.

PTA VP of Fundraising

As VP of Fundraising, 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. You may need to create and distribute flyers for the fundraising events.

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 external communications that will need to be sent out to Canyon Rim families. You are responsible for publishing the PTA calendar monthly and you are responsible for maintaining the social media accounts and event communications. You may need to create and distribute flyers for fundraising and PTA events.

PTA VP of Membership

As VP of Membership, you will be responsible for maintaining and updating the Canyon Rim PTA membership list. You will coordinate with local businesses to help maintain and increase the PTA Business Members.

PTA VP of Hospitality

As VP of Hospitality, you will coordinate all meals and gifts for Canyon Rim Elementary Staff. You are responsible for maintaining pantry items throughout the year.

PTA Assistant Treasurer

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