

Canyon Rim PTA

General Meeting Minutes (Approved)

October 1, 2020

5:30 PM

- I. Call to Order @ 5:37 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, Kelli DeVar, Jackie Galloway, Christina Robbins
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$35.00 by Sarah Weigley. 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. September 10, 2020 Meeting
 - i. Motion to approve a. September 10, 2020 meeting minutes by Jeremy Crawford. Motion carries unanimously.
- VII. Review Financial Statements (*Clark*)
 - a. September 2020
 - i. Motion to approve September 2020 financial statement by Clark Gregory. Motion carries unanimously.
 - b. Rewards Programs
 - i. Frys Community Rewards – 114 Homes, \$397.63
- VIII. Upcoming Events
 - a. Rubios and Crumbl FNO – 10/15/2020 (*Cecilia*)
 - i. Flyer handed off to Sarah for Rubios
 - ii. Still working on getting flyer from Crumbl
 - b. Smoothie Day – 10/21/2020 (*Steven*)
 - i. Ordering 350 due to low purchasing last year (at request of vendor)
 - ii. Sign up genius already sent out
 - c. Teach or Treat – 10/29/2020 (*Sarah*)
 - i. 10,000 pieces of candy purchased
 - ii. Jackie working on background for photos
 - d. Cookie Dough Sales – 11/02/2020 (*Cecilia*)
 - i. Talking to Uplifting Promotions to see if we can run both Butterbraids and Cookie Dough at the same time.
 - ii. Even though we may have less sales overall compared to other years when they are separate it would be good for our families that enjoy the butterbraids instead of not doing them at all.
 - e. Election Day Security – 11/03/2020 (*Steven*) - Cancelled
 - i. Elections NOT being held at Canyon Rim this year.

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- f. Care Package Collections for Troops – 11/09/2020 (*Steven*)
 - i. Following-up with PraxAir to get list of items needed and confirming they are still sending items.
 - ii. We will collect for the whole week of Veterans Day.
 - iii. Everyone really excited to help out the troops!
 - g. Sonic FNO – 11/10/2020 (*Cecilia*)
 - i. Sonic is balking at this night because their front tables are unavailable. Cecilia is checking with Panda Express to see if we can move this FNO to them on this date instead.
 - ii. If we cannot move to Panda we will cancel having any FNO for November.
 - h. Family Movie Night – 11/13/2020 (*Jeremy*)
 - i. Sarah has already setup screen and projector items with AZ Bounce House as we had a credit with them from Carnival not happening last spring.
 - ii. We decided to go with the movie Onward
 - iii. Jeremy is in charge of obtaining at least 2 copies of the BluRay movie for them to play that evening.
- IX. Old Business
- a. State PTA Convention Recap
 - i. Everyone has finished training.
 - b. VNET Expo Recap
 - i. Clark and Jeremy brought up lots of good ideas for fundraising and membership.
 - 1. Jeremy to engage Bella's Pizza to try for new Business Member and to try and make them the new exclusive pizza company for Canyon Rim.
 - 2. Clark to engage new businesses for membership opportunities.
 - 3. Clark to maybe work on new membership levels for next year's membership drive.
 - ii. Lots of good ideas at the expo about companies to ask for donations for Silent Auction baskets during carnival including SunSplash, Legoland, Odyssey and others.
 - c. Para Gift Cards for Onsite Learning help
 - i. Cards purchased and we decided on language for the thank you.
 - ii. Cards will be distributed after we come back from Fall Break.
 - d. Roundtable

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X. New Business

- a. PTA Schools of Excellence
 - i. Next step is Survey to Parents
- b. Standards of Affiliation
 - i. Submitted to State PTA on 09/23/2020
- c. Main Event Recap
- d. Budget Review
 - i. Lots of changes so far this year and maybe our priorities have changed.
 - ii. Executive Board meeting scheduled for review on November 4th @ 5:30 PM and Weigley house.
- e. T-Shirt Inventory and Reorder

Size	Remaining	Order	Total After Reorder
Youth Extra Small	7	3	10
Youth Small	23	0	23
Youth Medium	24	0	24
Youth large	20	0	20
Youth Extra Large	0	5	5
Adult Small	7	3	10
Adult Medium	5	15	20
Adult Large	1	19	20
Adult XL	7	3	10
Adult 2X	2	8	10
Adult 3X	7	0	7

- i. These shirts will be used for new students and staff, but also sold to parents and siblings at events.
 - ii. Shirts will be sold for \$10-\$15 as in the past.
- f. Mask Order for sale
 - i. Ordering 30 extra masks for sale to parents, students and siblings
 - ii. Masks will be sold for \$5
- g. Roundtable
 - i. Oceanography club/trip
 1. PTA behind having the club and trying to get in the trip before the end of the year.
 2. PTA believes this is an important opportunity for students from AZ, some who may have never seen the ocean.
 3. With the current state of things in the world and restrictions the trip is the only thing that should be in question. The club could be an important thing for some students.
 4. Would like to schedule a meeting with Principal and 5th grade teachers to discuss options and potential outcomes. (Steven)

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- XI. Committee Reports
 - a. Fundraising (*Cecilia*)
 - b. Membership (*Wendi*)
 - i. 8 new members
 - ii. 2 new business members
 - c. Volunteer (*Wendi*)
 - d. Hospitality (*Wendi*)
 - i. Due to rescheduling of Parent Teacher conferences we will be providing dinner and lunch as we normally do on those new dates.
 - 1. Dinner on November 5th
 - 2. Lunch on November 6th
 - e. Event Manager (*Monica*)
 - f. Publicity (*Sarah*)
 - i. Calendar updates for November discussed and will be uploaded to website soon.
- XII. Review Past Month Events
 - a. Family Night Out @ Culvers – 09/13/2020 (*Cecilia*)
 - i. Our Net = \$350
- XIII. Next Scheduled Meeting Date = 11/12/2020 @ 5:30 PM @ The HUB
- XIV. Adjournment

PTA School Requests

Meeting: October 1, 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
Black Frame for Photos of Staff in Front Office	Helps students and Parents recognize their teachers and shows the community our awesome staff!	\$ 35.00	X	Y	Y	Yes	No	Yes	School Beautification	Yes

\$ 35.00

\$ 35.00	School Beautification
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PTA Request Tabled for Later Discussion

Item Requested	How it will Impact Students?	Amount Requested	Not to Exceed?	Includes Tax	Includes Shipping	Approved By Administration	Tabled Reason
Delineators to replace cones for student drop off	The cones have helped tremendously with safety during student drop off and pickup, but Delineators would make the process look more professional. Delineators would be able to be removed during long school breaks and if there was ever a need for traffic flow.	\$ 1,250.00	X	Y	Y	Yes	Tabled until November in order to gather more information on subject. This is something the PTA would like to do, but lots of unanswered questions when presented.
Turf in front of office where there is no grass.	Beautification of school.	\$ 4,500.00	X	Y	N/A	Yes	Tabled until March to look at funding towards end of year as this would be a nice to have, but not a need to have.
Turf in garden gate pickup area where there is no grass.	Beautification of school.	\$ 2,500.00	X	Y	N/A	Yes	Tabled until March to look at funding towards end of year as this would be a nice to have, but not a need to have.

Canyon Rim PTA FY 2020

Treasurer's Report

07/01/2020 - 09/30/2020

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	\$830.00	\$110.00	\$720.00	\$1,150.00	-\$430.00
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	-	\$250.00	-\$250.00	-\$1,100.00	\$850.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	\$235.98	-\$235.98	-\$300.00	\$64.02
Administration Totals	\$830.00	-\$1,070.43	-\$240.43	\$26,290.00	-\$26,530.43
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	\$791.48	-	\$791.48	\$23,955.00	-\$23,163.52

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Box Tops	\$206.30	-	\$206.30	-	\$206.30
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	\$184.63	-	\$184.63	\$500.00	-\$315.37
FNO - Rubios	-	-	-	\$50.00	-\$50.00
FNO - Sonic	-	-	-	\$25.00	-\$25.00
Harkins Summer Movie	-	-	-	-	-
Rewards Programs	\$400.55	-	\$400.55	\$1,500.00	-\$1,099.45
Smoothie Day	-	-	-	-	-
Sunshine Acres Clothing Drive	-	-	-	-	-
Fundraising Totals	\$791.48	-	\$791.48	\$23,955.00	-\$23,163.52
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$98.25	-	\$98.25	\$100.00	-\$1.75
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	-	\$4,296.04	-\$4,296.04	-\$6,000.00	\$1,703.96
Yearbooks	\$70.00	-	\$70.00	\$600.00	-\$530.00
Sales Totals	\$168.25	-\$4,296.04	-\$4,127.79	-\$5,300.00	\$1,172.21
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	-	\$1,108.81	-\$1,108.81	-\$575.00	-\$533.81
AR / Renaissance	-	\$6,441.14	-\$6,441.14	-\$9,000.00	\$2,558.86
Art Masterpiece	-	-	-	-\$200.00	\$200.00
Author Visits	-	-	-	-\$500.00	\$500.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	\$20.00	\$401.53	-\$381.53	-\$1,000.00	\$618.47
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	\$20.00	-\$11,896.55	-\$11,876.55	-\$43,195.00	\$31,318.45

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
Masks	-	\$1,294.55	-\$1,294.55	-	-\$1,294.55
Requests - General	-	\$161.54	-\$161.54	-\$13,720.00	\$13,558.46
Requests - Technology	-	-	-	-	-
School Beautification	-	\$601.91	-\$601.91	-\$500.00	-\$101.91
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	-	\$120.00	-\$120.00	-\$800.00	\$680.00
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	\$20.00	-\$11,896.55	-\$11,876.55	-\$43,195.00	\$31,318.45
Grand Totals	\$1,809.73	-\$17,755.02	-\$15,945.29	-	-\$15,945.29

⊗ These withdrawals had not cleared the bank as of 09/30/2020.

Date	Reference	Details	Withdrawal
06/11/2020	4115	Megan Harmon	-\$14.00
06/26/2020	4118	Tatum DeCotiis	-\$183.21
Total			-\$197.21

Bank Account Balances	07/01/2020	09/30/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$36,370.51	\$20,425.22	09/30/2020	Starting Total	\$36,370.51
Totals	\$36,370.51	\$20,425.22		Income	\$1,809.73
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$17,755.02
				Ending Total	\$20,425.22

Submitted by:

Name: _____ Signature: _____

Date: _____