

Canyon Rim PTA

Executive Meeting Minutes (Approved)

April 2, 2020

5:30 PM

- I. Call to Order 5:33 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steve Weigley, Sarah Weigley, Wendi Howe, Joe Lopat, Jeremy Crawford, Jennifer Reading, Clark Gregory, Kelli Hinkhouse, Cecilia Campos, Monica Garza
- III. Call to Administration
 - a. Announcements
 - i. Teachers are working hard to do virtual school.
 - ii. Administration meeting with teams weekly.
 - b. School Requests
 - c. Meetings with Principal Recap
 - d. Q/A with Parents on Tuesday
 - i. Science Camp - Tax credit money to go to different activities and move grade levels within the district for next year. Finance at the district level is still figuring things out.
 - ii. Battle of the Books - nothing in the works to replace this.
 - iii. 6th Grade Tiles - Mr. Lopat working with 6th grade teachers to make it still happen.
 - iv. 6th Grade Ceremony - there is brainstorming going on
 - v. Yearbooks - see notes below
 - vi. Invest in Ed - parents trying to petition to get money for schools through taxes. Information can be found on their website.
- IV. Call to Teachers – Open Forum
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. March 5, 2020 Meeting
 - i. Motion to approve March 5, 2020 meeting minutes by Wendi Howe. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. March 2020
 - i. Motion to approve March 2020 financial statements by Kelli Hinkhouse. Motion carries.
 - ii. We have a lot of money from Boosterthon that we have slotted to spend on technology. If there are any ideas for things to purchase to support the school, direct your ideas to the PTA.
 - iii. We are starting to look into ways to use money to enhance safety at the school.
 - iv. Share ideas for improvements with the PTA.
 - b. Rewards Programs
 - i. Frys = \$391.16

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Executive Meeting Minutes (continued) (Approved)

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- VIII. Upcoming Events
 - a. Menchies FNO – 04/16/2020 (*Wendi*) - Cancelled
 - b. Bingo Night – 04/24/2020 (*Monica*) - Cancelled
 - c. Muffins With Your Favorite Gal – 05/08/2020 (*Steven*) - Cancelled
 - d. Yearbook Signing Party – 05/15/2020 (*Wendi*)- wait to see how things look at the next meeting. If this does not happen we will need to find a way to get the yearbooks out.
- IX. Old Business
 - a. Roundtable
- X. New Business
 - b. Voting Process for 2020-2021 Board Members
 - i. Send off an online Survey (survey face) to current members to vote.
 - ii. Motion to hold an election and approve online voting by Sarah Weigley. Motion carries.
 - c. Spirit Shirts for 2020-2021
 - i. Provide for all staff and students.
 - ii. Joe is working on design.
 - iii. Working on online ordering.
 - d. Staff of the Year Dinner cancelled
 - i. Still create basket for Monica Garza – Lynette is in charge of that.
 - e. Roundtable
 - i. Mrs. Jones retirement party - Joe to look into what we can still do - PTA can also do something. Lynette is in charge of that.
- XI. Committee Reports
 - f. Membership (*Misty*)
 - g. Volunteer (*Misty*)
 - h. Fundraising (*Wendi*)
 - i. Everything except Peter Piper has been cancelled.
 - i. Hospitality (*Wendi*)
 - i. Teacher Appreciation Week - any thoughts on how to show them appreciation?
 - j. Event Manager (*Monica*)
 - k. Publicity (*Ali*)
 - i. Remove everything from April calendar.
 - ii. We might have an online book fair.
 - iii. The PTA meeting is still on for May, but if online will only be Executive again.
 - iv. Yearbook Signing Party is still scheduled for now.
- XII. Review Past Month Events
 - l. Smoothie Day – 03/22/2020 (Cancelled)
 - m. Cougarnival – 03/27/2020 (Cancelled)
 - i. We might lose our deposit to the AZ Bounce House of \$700.
- XIII. Next Scheduled Meeting Date = 05/07/2020 @ 5:30 PM
- XIV. Adjournment 6:27 PM

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 03/31/2020

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$165.36	-\$165.36	-\$160.00	-\$5.36
Annual Audit / Financial Review	-	\$360.00	-\$360.00	-\$300.00	-\$60.00
Bank Charges	-	\$22.00	-\$22.00	-\$50.00	\$28.00
Banners	-	\$1,944.79	-\$1,944.79	-\$2,500.00	\$555.21
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$341.88	-\$341.88	-\$750.00	\$408.12
Gifts / Donations	\$10,807.00	-	\$10,807.00	-	\$10,807.00
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	\$2,535.00	\$1,076.50	\$1,458.50	\$1,175.00	\$283.50
Membership Dues 2020-2021	-	-	-	-	-
Membership Incentives	-	-	-	-\$250.00	\$250.00
Office Supplies (PTA Only)	-	-	-	-\$300.00	\$300.00
PayPal Charges	-	\$113.83	-\$113.83	-\$200.00	\$86.17
Petty Cash	\$1,780.00	\$1,780.00	-	-	-
Postage / Shipping	-	\$31.88	-\$31.88	-\$75.00	\$43.12
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	\$4,668.80	-\$4,668.80	-\$600.00	-\$4,068.80
Sign Up Genius	-	\$89.91	-\$89.91	-\$120.00	\$30.09
State Conference / Training	-	\$70.00	-\$70.00	-\$1,100.00	\$1,030.00
Transaction Error / Pass Through	\$1,214.20	\$1,214.20	-	-	-
Website	-	\$21.17	-\$21.17	-\$300.00	\$278.83
Administration Totals	\$17,439.43	-\$11,900.32	\$5,539.11	-\$5,695.00	\$11,234.11
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	\$858.00	\$501.51	\$356.49	\$600.00	-\$243.51
Carnival	\$1,067.22	\$2,504.84	-\$1,437.62	-	-\$1,437.62
Donuts With Your Favorite Guy	\$969.25	\$602.12	\$367.13	\$800.00	-\$432.87
Secondary Students Game Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	\$1,151.95	\$646.59	\$505.36	\$400.00	\$105.36
Primary Students Game Night	-	-	-	-\$600.00	\$600.00
Muffins With Your Favorite Gal	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	\$1,096.37	-\$1,096.37	-\$800.00	-\$296.37
Family Movie Night	-	\$509.18	-\$509.18	-	-\$509.18
Events Totals	\$4,046.42	-\$5,860.61	-\$1,814.19	\$600.00	-\$2,414.19
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less

Boosterthon	\$41,597.56	\$19,471.89	\$22,125.67	\$15,000.00	\$7,125.67
Box Tops	\$989.40	\$356.00	\$633.40	\$400.00	\$233.40
Butterbraids	\$4,080.00	\$2,485.00	\$1,595.00	\$1,750.00	-\$155.00
Cookie Dough	\$27,423.00	\$16,558.90	\$10,864.10	\$11,500.00	-\$635.90
FNO - Bahama Bucks	\$32.97	-	\$32.97	-	\$32.97
FNO - Chipotle	\$224.40	-	\$224.40	\$350.00	-\$125.60
FNO - Dairy Queen	\$36.50	-	\$36.50	\$50.00	-\$13.50
FNO - Peter Piper Pizza	\$770.98	-	\$770.98	\$1,200.00	-\$429.02
FNO - Venezias	-	-	-	\$100.00	-\$100.00
Harkins Summer Movie	\$799.00	-	\$799.00	\$350.00	\$449.00
Rewards Programs	\$851.74	-	\$851.74	\$1,600.00	-\$748.26
Smoothie Day	\$2,225.93	\$1,482.00	\$743.93	\$1,500.00	-\$756.07
Sunshine Acres Clothing Drive	\$439.80	-	\$439.80	\$400.00	\$39.80
FNO - MOD Pizza	\$1.69	-	\$1.69	-	\$1.69
FNO - Chick-fil-A	\$421.04	-	\$421.04	-	\$421.04
Fundraising Totals	\$79,894.01	-\$40,353.79	\$39,540.22	\$34,200.00	\$5,340.22
Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$200.00	\$91.00	\$109.00	\$100.00	\$9.00
Concessions	\$5.00	-	\$5.00	-	\$5.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$4,400.91	\$3,659.04	\$741.87	-	\$741.87
Yearbooks	\$2,370.00	\$2,190.00	\$180.00	\$750.00	-\$570.00
Sales Totals	\$6,975.91	-\$5,940.04	\$1,035.87	\$850.00	\$185.87
School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
Agendas	\$500.00	\$939.81	-\$439.81	-	-\$439.81
AR / Renaissance	-	\$7,532.37	-\$7,532.37	-\$7,500.00	-\$32.37
Art Masterpiece	-	\$134.24	-\$134.24	-\$400.00	\$265.76
Author Visits	\$319.67	\$751.67	-\$432.00	-\$1,000.00	\$568.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	\$275.00	\$1,012.29	-\$737.29	-\$1,000.00	\$262.71
Education / Training	-	\$378.24	-\$378.24	-\$2,000.00	\$1,621.76
Family In Need Fund	-	\$50.00	-\$50.00	-\$500.00	\$450.00
Field Trips - 6th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 5th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 4th Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 3rd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 2nd Grade	-	-	-	-\$200.00	\$200.00
Field Trips - 1st Grade	-	-	-	-\$200.00	\$200.00

Field Trips - Kindergarten	-	\$801.53	-\$801.53	-\$700.00	-\$101.53
Field Trips - Pre School	-	-	-	-\$300.00	\$300.00
Field Trips - SPICE	-	-	-	-\$300.00	\$300.00
Hospitality - Teacher Appreciation Week	-	-	-	-\$2,000.00	\$2,000.00
Hospitality - Staff Meals	-	\$1,253.24	-\$1,253.24	-\$2,000.00	\$746.76
Hospitality - Holiday Gifts	-	\$1,032.99	-\$1,032.99	-\$1,500.00	\$467.01
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	\$260.00	\$3,991.12	-\$3,731.12	-\$10,585.00	\$6,853.88
Requests - Technology	-	\$596.85	-\$596.85	-\$7,000.00	\$6,403.15
Scholastic Items - 6th Grade	-	-	-	-	-
Scholastic Items - 5th Grade	-	-	-	-	-
Scholastic Items - 4th Grade	-	-	-	-\$750.00	\$750.00
Scholastic Items - 3rd Grade	-	\$813.11	-\$813.11	-	-\$813.11
Scholastic Items - 2nd Grade	-	-	-	-	-
Scholastic Items - 1st Grade	-	-	-	-	-
Scholastic Items - Kindergarten	-	\$869.34	-\$869.34	-	-\$869.34
Science Fair / STEAM Night	-	\$784.74	-\$784.74	-\$1,000.00	\$215.26
Spelling Bee	-	\$364.60	-\$364.60	-\$250.00	-\$114.60
Staff Recognition	-	\$3,452.00	-\$3,452.00	-\$3,000.00	-\$452.00
Student Recognition	-	\$1,737.20	-\$1,737.20	-\$2,500.00	\$762.80
Teacher Classrooms	-	\$3,227.87	-\$3,227.87	-\$2,750.00	-\$477.87
Visitor Aware	-	\$313.71	-\$313.71	-\$500.00	\$186.29
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$1,354.67	-\$30,036.92	-\$28,682.25	-\$49,885.00	\$21,202.75
Grand Totals					
	\$109,710.44	-\$94,091.68	\$15,618.76	-\$19,930.00	\$35,548.76

Bank Account Balances	07/01/2019	03/31/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$38,548.39	03/31/2020	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$109,710.44
Totals	\$22,929.63	\$38,548.39		Expenses	-\$94,091.68
				Ending Total	\$38,548.39

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

⊘ These withdrawals had not cleared the bank as of 03/31/2020.

Date	Reference	Details	Withdrawal
03/05/2020	4081	Charlie Collier	-\$21.61
Total			-\$21.61

Submitted by:

Name: _____ Signature: _____

Date: _____