

# Canyon Rim PTA

## General Meeting Minutes (Approved)

January 14, 2021

5:30 PM

- I. Call to Order @ 5:32 PM
- II. Introductions / Sign In Sheet
  - a. In attendance: Steven Weigley, Joseph Lopat, Monica Garza, Sarah Weigley, Tamara Earl, Wendi Howe, Cecilia Campo, Jeremy Crawford, Clark Gregory, Kelli Hinkhouse, Kelly DeVar
- III. Call to Administration
  - a. Announcements
    - i. Parents and teachers are asking how the funds for the fundraisers are being used. We may need to add the requested information to the PTA Facebook page or in the Cougar ROAR for the parents. Also, ask the teachers if they have any suggestions on how to spend the PTA funds
  - b. School Requests
    - i. Motion to approve school request in the amount of \$1300.00 by Jeremy Crawford. Motion passed unanimously.
  - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
  - a. Popcorn for 2<sup>nd</sup> Grade AR on Thursday, January 21<sup>st</sup> in the morning.
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
  - a. December 3, 2020 Meeting
    - i. Motion to approve December 3, 2020 meeting minutes by Jeremy Crawford. Motion passed unanimously.
- VII. Review Financial Statements (*Clark*)
  - a. December 2020
    - i. Motion to approve December 2020 financial statement by Clark Gregory. Motion passed unanimously.
  - b. Reward Programs
    - i. \$411.15 from Kroger
    - ii. 120 Households
  - c. Missing Receipt Handling Process
    - i. Missing Receipt Form approved and will be implemented.

# Canyon Rim PTA

## General Meeting Minutes (continued) (Approved)

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5:30 PM

### VIII. Upcoming Events

- a. Smoothie Day – 01/20/2021 (*Steven*)
  - i. Sign Up Genius Sent out – 01/14/2021
  - ii. Flyer going home – 01/14/2021 and 01/15/2021
- b. Harkins Summer Movie Tickets – 02/01/2021 (*Cecilia*) - CANCELLED
- c. Chick-Fil-A Family Night Out – 02/11/2021 (*Cecilia*)
- d. Booster Fun Run – 02/17/2021 (*Cecilia and Steven*)
  - i. Kickoff Video teacher can play at their convenience on Wednesday.
  - ii. Huddles in Gym with grade level social distanced during Specials Times.
  - iii. Prizes hung on teacher doors.
  - iv. Fun Run Day and Times
    1. 02/25/2021
      - a. 8:30 AM and 11:40 AM = Preschool
    2. 02/26/2021
      - a. 8:15 AM – 8:55 AM = SPICE and Kindergarten
      - b. 9:00 AM – 9:40 AM = 1<sup>st</sup> and 2<sup>nd</sup> Grade
      - c. 9:45 AM – 10:25 AM = 3<sup>rd</sup> and 4<sup>th</sup> Grade
      - d. 10:30 AM – 11:10 AM = 5<sup>th</sup> and 6<sup>th</sup> Grade
  - v. No marking each individual student
    1. Maybe have pacer and lap counter
      - a. Need flip charts for each track

### IX. Old Business

- a. PTA Schools of Excellence
  - i. Delineators Set and Up
  - ii. NanoSeptic Items for School
    1. Received and installed on 01/13/2021
  - iii. Need to buy Pads for Playground Poles
- b. Cougarnival Status/Ideas
  - i. Family Night Out at Canyon Rim
    1. Bingo from 5:00 PM – 6:00 PM
    2. Movie from 6:00 PM – 8:00 PM
    3. Pizza for sale from local vendor?
      - a. Possibly pre order so we don't over order too much.
    4. Concessions by Student Council
- c. Roundtable

# Canyon Rim PTA

## General Meeting Minutes (continued) (Approved)

January 14, 2021  
5:30 PM

- X. New Business
  - a. PayPal and Venmo
    - i. Cannot setup Venmo (a mobile number is required), but PayPal and Venmo have partnered.
    - ii. Steven and Jeremy will setup PayPal account to accept Venmo moving forward
  - b. Roundtable
    - i. Traditional classrooms do not have books. PTA President and Vice President will get the numbers together and order the books for traditional (academic support).
    - ii. PTA agreed to spend \$300 on more NanoSeptic items.
- XI. Committee Reports
  - a. Fundraising (*Cecilia*)
  - b. Membership (*Wendi*)
    - i. 2 new members this month
  - c. Volunteer (*Wendi*)
    - i. We need 3 helpers and 1 money counter for Smoothie Day. Monica will send SignUp Genius
  - d. Hospitality (*Wendi*)
    - i. Einstein Bagel wants to do prepackaged items. Wendi will see if this can be available for the Boosterthon
  - e. Event Manager (*Monica*)
  - f. Publicity (*Sarah*)
    - i. Remove Harkins Summer Movie Tickets and the 1<sup>st</sup> Grade Program from the calendar
    - ii. Add Book Fair to calendar for February 8<sup>th</sup> – 12<sup>th</sup>
    - iii. Change time for Chick Fil-A Family Night Out to 5 pm – 7 pm
- XII. Review Past Month Events
  - a. Cookie Dough Delivery – 12/08/2020 (*Cecilia and Steven*)
    - i. Lots of orders not picked up.
    - ii. Need to work on communication to parents (i.e. Text messages day of)
  - b. MOD Pizza Family Night Out – 12/09/2020 (*Cecilia*)
    - i. Net Profit = \$282
  - c. Crumbl Family Night Out – 12/09/2020 (*Cecilia*)
  - d. Game Truck for Goal Winners – Postponed until we are back full time (*Steven*)
  - e. Firehouse Subs Family Night Out – Cancelled by Vendor (*Cecilia*)
- XIII. Next Scheduled Meeting Date = 02/04/2021 @ 5:30 PM @ Scratch Pub & Grill
- XIV. Adjournment @7:11 PM

# PTA School Requests

## Meeting: January 14, 2021

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
3.5 Gallon Portable Carpet spotter with Wand	Easier to clean up messes throughout the building.	\$ 850.00	X	N/A	Yes	Yes	No	Yes	Requests - General	Yes
Document Cameras for classrooms	The Doc Cam is an essential tool in each classroom. Helps students view work as a group while the teacher is delivering live instruction.	\$ 450.00	X	Yes	Yes	Yes	No	Yes	Requests - Technology	Yes
NanoSeptic Surface items to reduce contamination in high traffic areas (additional items)	NanoSeptic Surface items are self cleaning products that will help sanitize high traffic door handles and places wear touching items is unavoidable. Will hopefully help to reduce spread of germs throughout school to staff and students.	\$300.00	X	Yes	Yes	Yes	No	Yes	School Beautification	Yes

\$ 1,600.00

\$ 300.00	School Beautification
\$ 850.00	Requests - General
\$ 450.00	Requests - Technology

# Canyon Rim PTA FY 2020

## Treasurer's Report

07/01/2020 - 12/31/2020

Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Accounting Software	-	\$159.45	-\$159.45	-\$160.00	\$0.55
Annual Audit / Financial Review	-	\$315.00	-\$315.00	-\$315.00	-
Bank Charges	-	-	-	-\$25.00	\$25.00
Banners	-	\$610.82	-\$610.82	-\$1,000.00	\$389.18
Carryover From Previous Year	-	-	-	\$30,000.00	-\$30,000.00
Credit Card Transaction Charges	-	-	-	-\$100.00	\$100.00
Event Supplies	-	\$35.34	-\$35.34	-\$500.00	\$464.66
Gifts / Donations	-	-	-	-	-
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2020-2021	\$1,725.00	\$335.50	\$1,389.50	\$910.00	\$479.50
Membership Dues 2021-2022	-	-	-	-	-
Membership Incentives	-	-	-	-	-
Office Supplies (PTA Only)	-	\$158.49	-\$158.49	-\$250.00	\$91.51
Petty Cash	\$175.00	\$175.00	-	-	-
Postage / Shipping	-	\$10.84	-\$10.84	-\$25.00	\$14.16
President Discretionary	-	-	-	-	-
Sign Up Genius	-	-	-	-	-
State Conference / Training	-	\$290.00	-\$290.00	-\$1,350.00	\$1,060.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	\$469.59	-\$469.59	-\$500.00	\$30.41
<b>Administration Totals</b>	<b>\$1,900.00</b>	<b>-\$2,560.03</b>	<b>-\$660.03</b>	<b>\$26,520.00</b>	<b>-\$27,180.03</b>
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	-	-	-	-\$250.00	\$250.00
Carnival	-	\$492.00	-\$492.00	-	-\$492.00
Donuts With Your Favorite Guy	-	-	-	-	-
Family Movie Night	-	\$246.49	-\$246.49	-\$250.00	\$3.51
Grandparents Breakfast	-	-	-	-	-
Muffins With Your Favorite Gal	-	-	-	-	-
Teach or Treat	-	\$622.40	-\$622.40	-\$650.00	\$27.60
<b>Events Totals</b>	<b>-</b>	<b>-\$1,360.89</b>	<b>-\$1,360.89</b>	<b>-\$1,150.00</b>	<b>-\$210.89</b>
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$10,000.00	-\$10,000.00
Box Tops	\$206.30	-	\$206.30	\$200.00	\$6.30
<b>Fundraising Totals</b>	<b>\$20,001.53</b>	<b>-\$8,258.00</b>	<b>\$11,743.53</b>	<b>\$21,205.00</b>	<b>-\$9,461.47</b>

<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Butterbraids	\$6,297.00	\$2,752.50	\$3,544.50	\$1,000.00	\$2,544.50
Cookie Dough	\$10,096.00	\$4,645.50	\$5,450.50	\$5,000.00	\$450.50
FNO - Bahama Bucks	-	-	-	\$30.00	-\$30.00
FNO - Chick-fil-A	-	-	-	\$300.00	-\$300.00
FNO - Chipotle	-	-	-	\$200.00	-\$200.00
FNO - Crumbl	\$160.00	-	\$160.00	\$150.00	\$10.00
FNO - Culvers	\$350.00	-	\$350.00	\$350.00	-
FNO - Dairy Queen	-	-	-	-	-
FNO - Firehouse Subs	-	-	-	\$25.00	-\$25.00
FNO - MOD Pizza	-	-	-	\$50.00	-\$50.00
FNO - Panda Express	\$151.51	-	\$151.51	\$25.00	\$126.51
FNO - Peter Piper Pizza	\$184.63	-	\$184.63	\$500.00	-\$315.37
FNO - Rubios	\$423.56	-	\$423.56	\$275.00	\$148.56
Harkins Summer Movie	-	-	-	-	-
Rewards Programs	\$852.42	-	\$852.42	\$1,500.00	-\$647.58
Smoothie Day	\$1,280.11	\$860.00	\$420.11	\$1,600.00	-\$1,179.89
Sunshine Acres Clothing Drive	-	-	-	-	-
<b>Fundraising Totals</b>	<b>\$20,001.53</b>	<b>-\$8,258.00</b>	<b>\$11,743.53</b>	<b>\$21,205.00</b>	<b>-\$9,461.47</b>
<b>Sales</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Bricks	\$98.25	-	\$98.25	\$100.00	-\$1.75
Masks	\$45.00	\$1,460.31	-\$1,415.31	-\$1,500.00	\$84.69
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$74.00	\$4,580.52	-\$4,506.52	-\$5,000.00	\$493.48
Yearbooks	\$125.00	-	\$125.00	-	\$125.00
<b>Sales Totals</b>	<b>\$342.25</b>	<b>-\$6,040.83</b>	<b>-\$5,698.58</b>	<b>-\$6,400.00</b>	<b>\$701.42</b>
<b>School Gifts</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Agendas	-	\$1,108.81	-\$1,108.81	-\$600.00	-\$508.81
AR / Renaissance	-	\$6,441.14	-\$6,441.14	-\$9,000.00	\$2,558.86
Art Masterpiece	-	-	-	-\$100.00	\$100.00
Author Visits	-	-	-	-\$500.00	\$500.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	\$160.00	\$401.53	-\$241.53	-\$900.00	\$658.47
Education / Training	-	-	-	-\$500.00	\$500.00
Family In Need Fund	-	-	-	-\$1,000.00	\$1,000.00
Field Trips - 1st Grade	-	-	-	-	-
Field Trips - 2nd Grade	-	-	-	-	-
<b>School Gifts Totals</b>	<b>\$160.00</b>	<b>-\$17,540.73</b>	<b>-\$17,380.73</b>	<b>-\$40,175.00</b>	<b>\$22,794.27</b>

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	-	\$2,500.00	-\$2,500.00	-\$1,500.00	-\$1,000.00
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
Requests - General	-	\$482.44	-\$482.44	-\$12,330.00	\$11,847.56
Requests - Technology	-	-	-	-	-
School Beautification	-	\$2,470.84	-\$2,470.84	-\$6,500.00	\$4,029.16
Science Fair / STEAM Night	-	-	-	-\$500.00	\$500.00
Spelling Bee	-	\$155.87	-\$155.87	-\$300.00	\$144.13
Staff Recognition	-	\$2,294.88	-\$2,294.88	-\$1,250.00	-\$1,044.88
Student Recognition	-	\$1,508.34	-\$1,508.34	-\$2,000.00	\$491.66
Supplemental Items - 1st Grade	-	-	-	-	-
Supplemental Items - 2nd Grade	-	-	-	-	-
Supplemental Items - 3rd Grade	-	\$120.00	-\$120.00	-\$120.00	-
Supplemental Items - 4th Grade	-	-	-	-	-
Supplemental Items - 5th Grade	-	-	-	-	-
Supplemental Items - 6th Grade	-	-	-	-	-
Supplemental Items - Kindergarten	-	-	-	-	-
Teacher Classrooms	-	-	-	-	-
Visitor Aware	-	\$56.88	-\$56.88	-\$75.00	\$18.12
Volunteer Recognition	-	-	-	-	-
<b>School Gifts Totals</b>	<b>\$160.00</b>	<b>-\$17,540.73</b>	<b>-\$17,380.73</b>	<b>-\$40,175.00</b>	<b>\$22,794.27</b>
<b>Grand Totals</b>	<b>\$22,403.78</b>	<b>-\$35,760.48</b>	<b>-\$13,356.70</b>	<b>-</b>	<b>-\$13,356.70</b>

⊘ These withdrawals had not cleared the bank as of 12/31/2020.

Date	Reference	Details	Withdrawal
06/11/2020	4115	Megan Harmon	-\$14.00
11/13/2020	4157	AZ Inflatable	-\$246.49
<b>Total</b>			<b>-\$260.49</b>

Bank Account Balances	07/01/2020	12/31/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$36,370.51	\$23,013.81	12/31/2020	Starting Total	\$36,370.51
<b>Totals</b>	<b>\$36,370.51</b>	<b>\$23,013.81</b>		Income	\$22,403.78
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$35,760.48
				Ending Total	\$23,013.81

Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_