

Canyon Rim PTA

Open Meeting Minutes (Approved)

November 14, 2019

5:30 PM

- I. Call to Order 5:33 PM
- II. Introductions / Sign In Sheet
 - a. In attendance: Steven Weigley, Kelli Hinkhouse, Sarah Weigley, Misty Dewey, Joe Lopat, Monica Garza, Cecilia Campos, Jackie Galloway, Maria Tefft, Jennifer Reading
- III. Call to Administration
 - a. Announcements
 - i. PTA board invite to Canyon Rim Holiday Party – December 7th @ 6:00 PM.
 - ii. We will be participating in the Gilbert Days Parade on 11/23.
 - iii. We will be getting a new marquee.
 - iv. Canyon Rim was in the top 12th in growth in the district last year.
 - i. Staff will receive result-based funding.
 - b. School Requests
 - i. Motion to approve school requests in the amount of \$950 by Sarah Weigley. Motion carries.
 - ii. Motion to approve document cameras as needed up to \$2500 with discretion of president by Jennifer Reading. Motion carries.
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
 - a. PTA thank you dinner on 12/12 at 5:00.
- V. Call to Members – Open Forum
 - a. Buddy bench to be dedicated on 12/20. District will install.
- VI. Review and Approval Meeting Minutes
 - a. October 3, 2019 Meeting
 - i. Motion to approve October 2019 meeting minutes by Sarah Weigley. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. October 2019
 - i. Motion to approve October 2019 financial statements by Kelli Hinkhouse. Motion carries.

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VIII. Upcoming Events

- a. Family Movie Night – 11/15/2019 (*Kelli*)
 - i. Forky favors complete.
 - ii. Student Council doing concessions/popcorn.
- b. Sunshine Acres Clothing Drive Start – 11/16/2019 (*Steven*)
 - i. Storage facility donated.
 - ii. Possible Uhaul donated.
- c. Butterbraid Delivery – 11/19/2019 (*Wendi*)
 - i. Sign up to be sent out.
- d. Chipotle and Bahama Bucks Family Night Out - 11/20/2019 (*Wendi*)
 - i. Flyers are complete and will be sent out double sided.
- e. Sunshine Acres Clothing Drive Pickup – 11/23/2019 (*Steven*)
 - i. 10:00 volunteers welcome
- f. Donuts with Your Favorite Guy – 12/13/2019 (*Lynette*)
 - i. Flyer completed.
 - ii. Steve to arrange coffee with Alexis.
 - iii. Lynette to talk to Misty about volunteer sign up.
 - iv. Set up the night before.

IX. Old Business

- a. Shirts for Boosterthon Update
 - i. Misty to talk to Fit Body.
 - ii. Steve to talk to business members.
 - iii. Jennifer to talk to Safeway.
- b. Roundtable
 - i. IRS is stating taxes were not filed for the past two years, but they were. Steve is working on fixing the problem.
 - ii. Game truck 11/26 11:30-12:30- Jackie Galloway to help.

X. New Business

- a. Cougar Carnival Committee Signup
 - i. Sarah, Jackie, Jennifer, Cecilia, Misty, and Monica have signed up to help.
- b. Roundtable
 - i. Veteran's Day donations to be arranged for next year.

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- XI. Committee Reports
 - a. Membership (*Misty*)
 - i. 4 new members; 1 new business member
 - b. Volunteer (*Misty*)
 - i. Smoothie Day Volunteers (liability concerns)
 - i. Volunteer kids need to stay with parents
 - ii. Parents need to stay off playground during recess/lunch
 - c. Fundraising (*Wendi*)
 - d. Hospitality (*Wendi*)
 - i. Look into ordering Harkins cups for staff Christmas gifts.
 - ii. December 19-Staff grilled lunch
 - e. Event Manager (Monica)
 - f. Publicity (*Ali*)
 - i. 1:30 and 6:00- 2nd grade program- add time to calendar
 - ii. 5:30-7:00- Science Fair- add time to calendar
 - iii. 7:00- Donuts with your favorite guy-add time to calendar
 - iv. Fix Box tops on calendar
 - v. Monica will also look it over before printing.
- XII. Review Past Month Events
 - a. Smoothie Day – 10/23/2019 (*Wendi*)
 - i. Net Profit = \$350
 - b. Teach or Treat – 10/29/2019 (*Sarah*)
 - i. Just under 500 trick or treaters.
 - ii. 70 non Canyon Rim kids
 - c. Butterbraid Orders Due – 11/04/2019 (*Wendi*)
 - i. Number of Orders = not known at this time
 - ii. Net Profit = \$ not known at this time
- XIII. Next Scheduled Meeting Date = 12/12/2019 @ 5:30 PM (5:00 for dinner)
- XIV. Adjournment 6:49

PTA School Requests

Meeting: November 14, 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
Document Cameras (2)	Replacing current doc cams that no longer work or need to be replaced.	\$ 500.00	X	Yes	Yes	Yes	No	Yes	Request - Technology	Yes
Funds for CRE Holiday Party	Happy staff	\$ 450.00	X	Yes	Yes	Yes	No	Yes	Staff Recognition	Yes

\$ 950.00

\$ 450.00	Staff Recognition
\$ 500.00	Request - Technology

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 06/30/2020

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	-	\$1,541.35	-\$1,541.35	-\$2,500.00	\$958.65
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$235.62	-\$235.62	-\$750.00	\$514.38
Gifts / Donations	\$10,738.00	-	\$10,738.00	-	\$10,738.00
Insurance	-	-	-	-\$165.00	\$165.00
Membership Dues 2019-2020	\$2,185.00	\$1,032.50	\$1,152.50	\$1,175.00	-\$22.50
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	\$1,480.00	\$1,480.00	-	-	-
Postage / Shipping	-	\$19.80	-\$19.80	-\$75.00	\$55.20
President Discretionary	-	-	-	-	-
PTA School of Excellence	-	\$4,418.44	-\$4,418.44	-\$600.00	-\$3,818.44
Sign Up Genius	-	\$39.96	-\$39.96	-\$120.00	\$80.04
State Conference / Training	-	\$70.00	-\$70.00	-\$1,100.00	\$1,030.00
Transaction Error / Pass Through	\$60.20	\$60.20	-	-	-
Website	-	\$21.17	-\$21.17	-\$300.00	\$278.83
Administration Totals	\$15,566.43	-\$9,580.23	\$5,986.20	-\$5,695.00	\$11,681.20
Events	Income	Expenses	Year to Date	Net Budget	More/-Less
Bingo Night	\$858.00	\$198.37	\$659.63	\$600.00	\$59.63
Carnival	-	\$246.00	-\$246.00	-	-\$246.00
Donuts With Dad	-	-	-	\$800.00	-\$800.00
Father Daughter Night	-	-	-	-\$300.00	\$300.00
Grandparents Breakfast	\$1,151.95	\$646.59	\$505.36	\$400.00	\$105.36
Mother Son Night	-	-	-	-\$600.00	\$600.00
Muffins With Mom	-	-	-	\$500.00	-\$500.00
Teach or Treat	-	\$803.88	-\$803.88	-\$800.00	-\$3.88
Events Totals	\$2,009.95	-\$1,894.84	\$115.11	\$600.00	-\$484.89
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Boosterthon	-	-	-	\$15,000.00	-\$15,000.00

Box Tops	-	\$254.00	-\$254.00	\$400.00	-\$654.00
Butterbraids	-	-	-	\$1,750.00	-\$1,750.00
Cookie Dough	\$27,423.00	\$16,235.50	\$11,187.50	\$11,500.00	-\$312.50
FNO - Chipotle	-	-	-	\$350.00	-\$350.00
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	-	-	-	\$350.00	-\$350.00
Rewards Programs	\$402.45	-	\$402.45	\$1,600.00	-\$1,197.55
Smoothie Day	\$2,225.93	\$1,482.00	\$743.93	\$1,500.00	-\$756.07
Sunshine Acres Clothing Drive	-	-	-	\$400.00	-\$400.00
Fundraising Totals	\$30,858.86	-\$17,971.50	\$12,887.36	\$34,200.00	-\$21,312.64

Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Bricks	\$150.00	-	\$150.00	\$100.00	\$50.00
Concessions	\$5.00	-	\$5.00	-	\$5.00
Miscellaneous	-	-	-	-	-
Pogo Pass	-	-	-	-	-
T-Shirts	\$4,340.91	\$3,659.04	\$681.87	-	\$681.87
Yearbooks	\$2,290.00	\$15.00	\$2,275.00	\$750.00	\$1,525.00
Sales Totals	\$6,785.91	-\$3,674.04	\$3,111.87	\$850.00	\$2,261.87

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	-	-	-	-\$400.00	\$400.00
Author Visits	-	\$160.00	-\$160.00	-\$1,000.00	\$840.00
Career Day	-	-	-	-\$250.00	\$250.00
Club Shirts	-	\$329.01	-\$329.01	-\$1,000.00	\$670.99
Education / Training	-	\$263.24	-\$263.24	-\$2,000.00	\$1,736.76
Family In Need Fund	-	-	-	-\$500.00	\$500.00
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	-	\$797.81	-\$797.81	-\$2,000.00	\$1,202.19
Hospitality - Holiday Gifts	-	-	-	-\$1,500.00	\$1,500.00
Hospitality - Staff Members of the Year	-	-	-	-\$500.00	\$500.00
Requests - General	\$260.00	\$2,440.70	-\$2,180.70	-\$10,585.00	\$8,404.30
Requests - Technology	-	\$299.85	-\$299.85	-\$7,000.00	\$6,700.15
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	-	-	-	-\$1,000.00	\$1,000.00
Spelling Bee	-	\$364.60	-\$364.60	-\$250.00	-\$114.60
Staff Recognition	-	\$3,002.00	-\$3,002.00	-\$3,000.00	-\$2.00
Student Recognition	-	\$1,000.84	-\$1,000.84	-\$2,500.00	\$1,499.16
Teacher Classrooms	-	\$2,881.74	-\$2,881.74	-\$2,750.00	-\$131.74
Visitor Aware	-	\$81.68	-\$81.68	-\$500.00	\$418.32
Volunteer Recognition	-	-	-	-\$400.00	\$400.00
School Gifts Totals	\$760.00	-\$22,577.63	-\$21,817.63	-\$49,885.00	\$28,067.37
Grand Totals					
		\$55,981.15	-\$55,698.24	\$282.91	-\$19,930.00
					\$20,212.91

Bank Account Balances	07/01/2019	06/30/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$23,212.54	10/31/2019	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$55,981.15
Totals	\$22,929.63	\$23,212.54		Expenses	-\$55,698.24
				Ending Total	\$23,212.54

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

⊘ These withdrawals had not cleared the bank as of 10/31/2019.

Date	Reference	Details	Withdrawal
10/15/2019	4042	Lynette Tucker	-\$35.00
10/29/2019	4046	Marilee Garbison	-\$192.10
		Total	-\$227.10

Submitted by:

Name: _____ Signature: _____

Date: _____