

# Canyon Rim PTA

## General Meeting Minutes (Approved)

November 12, 2020  
5:30 PM

- I. Call to Order @ 5:32 pm
- II. Introductions / Sign In Sheet
  - a. In attendance: Steve Weigley, Sarah Weigley, Wendi Howe, Amy Hancock, Dan Gutknecht, Joseph Lopat, Monica Garza, Jackie Galloway, Cecilia Campos, Kelli Hinkhouse, Tamara Earl
- III. Call to Administration
  - a. Announcements
  - b. School Requests
    - i. Motion to approve school requests in the amount of \$2,875.00 by Wendi Howe. Motion carries unanimously.
  - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
  - a. Dan Gutknecht spoke about concerns from last meeting on Oceanography Club and trip.
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
  - a. October 1, 2020 Meeting
    - i. Motion to approve October 1, 2020 meeting minutes by Sarah Weigley. Motion carries unanimously.
- VII. Review Financial Statements (*Clark*)
  - a. October 2020
    - i. Motion to approve October 2020 financial statement by Wendi Howe. Motion carries unanimously.
  - b. Budget Review and Approval
    - i. Motion to approve new budget amount by Wendi Howe. Motion carries unanimously.
- VIII. Upcoming Events
  - a. Cookie Dough and Butterbraid Sales – 11/02/2020 (*Cecilia*)
    - i. Counting at School on Saturday, 11/14/2020 – 9:00 AM
  - b. Care Package Collections for Troops – 11/09/2020 (*Steven*)
  - c. Family Movie Night – 11/13/2020 (*Jeremy*)
    - i. Tamara Earl will come in Friday at 12:00 pm to start popping popcorn for Family Movie Night
  - d. Butterbraid Delivery – 11/23/2020 (*Cecilia and Steven*)
    - i. Cecilia Campos will send reminder flyer for Butterbraid pickup
  - e. Donuts with Your Favorite Guy – Cancelled

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- IX. Old Business
  - a. PTA Schools of Excellence
    - i. Survey to Parents Finished and Initial Application Submitted
    - ii. Focus Area
      - 1. Improve Health & Safety of Students
    - iii. Specific objective that best describes how you will prioritize your efforts
      - 1. To prevent injury at home and at school
    - iv. What is one goal you identified as an area for improvement and how do you hope the investment in this work will change your school:
      - 1. The student drop-off and pickup area is a potential consistent danger to our families and students. We would like to improve this area for the safety and well-being of our families, students and staff on duty. We also hope that this will help parents see how they can help by following simple rules and teach their children to follow the same rules at school and in life.
  - b. Roundtable
- X. New Business
  - a. NanoSeptic Items for School ([www.nanoseptic.com](http://www.nanoseptic.com))
    - i. Approved in School Requests
    - ii. Steven to work with Principal Lopat to determine kind and placement
  - b. PTA Secretary Position Fulfillment
    - i. Vote held for Secretary position
    - ii. Ballots collected and counted.
    - iii. Tamara Earl selected as new Canyon Rim PTA Secretary for school year 2020-2021.
  - c. Roundtable
- XI. Committee Reports
  - a. Fundraising (*Cecilia*)
  - b. Membership (*Wendi*)
  - c. Volunteer (*Wendi*)
  - d. Hospitality (*Wendi*)
  - e. Event Manager (*Monica*)
  - f. Publicity (*Sarah*)

**Canyon Rim PTA**  
**General Meeting Minutes (continued) (Approved)**  
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- XII. Review Past Month Events
  - g. Rubios and Crumbl FNO – 10/15/2020 (*Cecilia*)
    - i. Rubios Net = \$423.56
    - ii. Crumbl Net = \$160
  - h. Smoothie Day – 10/21/2020 (*Steven*)
    - i. Sold 420 smoothies – Net \$420
  - i. Teach or Treat – 10/29/2020 (*Sarah*)
    - i. About 600 kids attended
    - ii. Gave out close to 18,000 pieces of candy
    - iii. Gave out 13 Gift Cards to teachers = \$185
  - j. Panda Express FNO – 11/10/2020 (*Cecilia*)
    - i. Net = \$150
- XIII. Next Scheduled Meeting Date = 12/03/2020 @ 5:30 PM @ The HUB
- XIV. Adjournment @7:50 PM

# Canyon Rim PTA FY 2020

## Treasurer's Report

07/01/2020 - 11/30/2020

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	\$1,690.00	\$335.50	\$1,354.50	\$910.00	\$444.50
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	-	-	-	-\$25.00	\$25.00
President Discretionary	-	-	-	-	-
Sign Up Genius	-	-	-	-	-
State Conference / Training	-	\$250.00	-\$250.00	-\$1,350.00	\$1,100.00
Transaction Error / Pass Through	-	-	-	-	-
Website	-	\$469.59	-\$469.59	-\$500.00	\$30.41
<b>Administration Totals</b>	<b>\$1,865.00</b>	<b>-\$2,509.19</b>	<b>-\$644.19</b>	<b>\$26,520.00</b>	<b>-\$27,164.19</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	-	\$507.40	-\$507.40	-\$650.00	\$142.60
<b>Events Totals</b>	<b>-</b>	<b>-\$1,245.89</b>	<b>-\$1,245.89</b>	<b>-\$1,150.00</b>	<b>-\$95.89</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>\$19,250.46</b>	<b>-\$8,258.00</b>	<b>\$10,992.46</b>	<b>\$21,205.00</b>	<b>-\$10,212.54</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	\$10,080.00	\$4,645.50	\$5,434.50	\$5,000.00	\$434.50
FNO - Bahama Bucks	-	-	-	\$30.00	-\$30.00
FNO - Chick-fil-A	-	-	-	\$300.00	-\$300.00
FNO - Chipotle	-	-	-	\$200.00	-\$200.00
FNO - Crumbl	-	-	-	\$150.00	-\$150.00
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	-	-	-	\$25.00	-\$25.00
FNO - Peter Piper Pizza	\$184.63	-	\$184.63	\$500.00	-\$315.37
FNO - Rubios	-	-	-	\$275.00	-\$275.00
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>\$19,250.46</b>	<b>-\$8,258.00</b>	<b>\$10,992.46</b>	<b>\$21,205.00</b>	<b>-\$10,212.54</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	\$100.00	\$401.53	-\$301.53	-\$900.00	\$598.47
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>\$100.00</b>	<b>-\$14,174.12</b>	<b>-\$14,074.12</b>	<b>-\$40,175.00</b>	<b>\$26,100.88</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	-	-	-	-\$1,500.00	\$1,500.00
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	-	\$1,704.23	-\$1,704.23	-\$6,500.00	\$4,795.77
Science Fair / STEAM Night	-	-	-	-\$500.00	\$500.00
Spelling Bee	-	\$155.87	-\$155.87	-\$300.00	\$144.13
Staff Recognition	-	\$2,194.88	-\$2,194.88	-\$1,250.00	-\$944.88
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>\$100.00</b>	<b>-\$14,174.12</b>	<b>-\$14,074.12</b>	<b>-\$40,175.00</b>	<b>\$26,100.88</b>
<b>Grand Totals</b>	<b>\$21,557.71</b>	<b>-\$32,228.03</b>	<b>-\$10,670.32</b>	<b>-</b>	<b>-\$10,670.32</b>

⊘ These withdrawals had not cleared the bank as of 11/30/2020.

Date	Reference	Details	Withdrawal
06/11/2020	4115	Megan Harmon	-\$14.00
11/13/2020	4157	AZ Inflatable	-\$246.49
11/22/2020	4158	Canyon Rim Elementary	-\$1,102.32
11/22/2020	4160	Uplifting Promotions	-\$4,645.50
11/30/2020	4161	Uplifting Promotions	-\$15.00
<b>Total</b>			<b>-\$6,023.31</b>

Bank Account Balances	07/01/2020	11/30/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$36,370.51	\$25,700.19	11/30/2020	Starting Total	\$36,370.51
<b>Totals</b>	<b>\$36,370.51</b>	<b>\$25,700.19</b>		Income	\$21,557.71
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Expenses	-\$32,228.03
				Ending Total	\$25,700.19

Submitted by:

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

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