

Canyon Rim PTA

General Meeting Minutes (Approved)

May 7, 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, Joe Lopat, Jeremy Crawford, Jennifer Reading, Clark Gregory, Kelli Hinkhouse, Cecilia Campos, Monica Garza, Maria Tefft
- III. Call to Administration
 - a. Announcements
 - b. School Requests
 - i. BBQ for staff to end the school year after the May 20th send off to kids
 - ii. Sign up for food and volunteers- to board members only
 - iii. Drive by for retirement celebration
 - c. Meetings with Principal Recap
- IV. Call to Teachers – Open Forum
 - a. Teachers say thanks for the cookies delivered for teacher appreciation.
- V. Call to Members – Open Forum
- VI. Review and Approval Meeting Minutes
 - a. April 2, 2020 Meeting
 - i. Motion to approve April 2, 2020 meeting minutes by Sarah Weigley. Motion carries.
- VII. Review Financial Statements (*Kelli*)
 - a. April 2020
 - i. Motion to approve April 2020 financial statements by Kelli Hinkhouse. Motion carries.
- VIII. Upcoming Events
 - a. Yearbook Signing Party – 05/15/2020 (*Wendi*)
 - i. The official word from Peter Piper is all May events are cancelled.
 - ii. A pickup fundraiser was offered to us by Peter Piper - the board voted to cancel the fundraiser
 - b. PTA Conference in June is cancelled
 - c. PTA Summer Meeting Dates and Times
 - i. June 11 at 4:00 PM at the Weigley House
 - ii. Executive Board Pre-Budget Meeting at 3:00 PM at the Weigley House June 26
 - iii. July 9 at 5:00 PM- first official meeting of the 2020-2021 school year
- IX. Old Business
 - a. Roundtable
 - b. Voting Process for 2020-2021 Board Members
 - i. We had to revote in order to adhere to the State PTA bylaws
 - c. Voting Results for 2020-2021 Board Members
 - i. See attached election results
 - ii. Position Transition Meetings
 1. Fundraising – Meeting on 04/29/2020
 2. Publicity – Set for Monday, 05/11/2020
 3. Treasurer – Set for Thursday, 05/14/2020
 4. Membership – Need to Setup
 5. Vice President – Need to Setup
 6. Asst Treasurer – Need to Setup

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- d. Spirit Shirts for 2020-2021
 - i. Joe Lopat to get the design to Steve soon.
- e. Ideas for Purchasing Items
 - i. Pre-School Swing = \$7,000 – space is an issue because there needs to be a lot of clearance.
 - ii. Sidewalk/Blacktop all the way around preschool playground?
- X. New Business
 - a. Harkins Summer Movie Tickets Update (*Wendi*)
 - i. Harkin cancelled the Summer Movie program.
 - ii. Wendi will reach out to everyone who paid to get their mailing address.
 - iii. Refunds will be sent to those people.
 - b. Email Renewal
 - i. 05/09/2020 = \$300 for 2 years
 - c. AR for 2020-2021
 - i. Cost = \$8460.40
 - ii. Monica wants to check on numbers before we pay invoice.
 - iii. Asking Terra to get precise numbers - Steven
 - d. Yearbook Hand-out and Purchases
 - i. Handed Out 73 of 129 pre purchased
 - ii. 95 Sold
 - iii. We should be close to breaking even
 - e. 2020 – 2021 PTA Calendar Date Discussion
 - i. Family Night Outs (monthly): Culvers (Sept. 18), Sonic (Nov. 10), Firehouse (Jan. 12), Dairy Queen (coupon), Chipotle (Apr. 13), Bahama Bucks (Apr. 13), Mod Pizza (Dec. 9), Chick-Fil-A (Feb. 11), Rubios (Oct. 15), Crumbl (Oct. 15)
 - ii. Peter Piper Pizza-back to school (Aug. 14) and yearbook signing (May 21)
 - iii. Butterbraids for fall fundraiser- work with vendor to get samples to families- start August 24th possibly
 - iv. Boosterthon (Feb. 17)
 - v. Movie Night w/ AZ inflatables (Nov. 13)
 - vi. Sunshine Acres (Nov. 14)
 - vii. Bingo Night (Sept. 18)
 - viii. Smoothie Days (Oct. 21, Nov. 18, Mar. 3, Apr. 28, May 12)
 - ix. Grandparents Breakfast (Sept. 11)
 - x. Teach or Treat (Oct. 29)
 - xi. Donuts with Your Favorite Guy (Dec. 4)
 - xii. Harkins (Jan. 25)
 - xiii. Sweethearts Dance (Feb. 5)
 - xiv. Cougarnival (Mar. 26)
 - xv. Muffins with Your Favorite Gal (May 7)
 - xvi. PTA Meetings will continue to be on Thursdays
 - f. Roundtable

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General Meeting Minutes (continued) (Approved)

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- XI. Committee Reports
 - a. Membership (*Misty*)
 - b. Volunteer (*Misty*)
 - c. Fundraising (*Wendi / Cecilia*)
 - i. Push at the beginning of the year for online/ in-store fundraising
 - ii. Cecilia to see if Safeway has a fundraising program
 - d. Hospitality (*Wendi*)
 - i. Teacher Appreciation Week- Crumbl cookies delivered
 - ii. Sign Up for BBQ for teachers on May 20th
 - iii. June event to say goodbye to PTA outgoing members and Canyon Rim Staff - not to exceed \$1500 - Approved
 - e. Event Manager (*Monica*)
 - f. Publicity (*Ali*)
- XII. Review Past Month Events
 - a. None
- XIII. Next Scheduled Meeting Date
 - a. June 2020 Meeting = June 11 at 4:00 PM
 - b. Executive Pre-Budget Meeting = June 26 at 3:00 PM
 - c. July 2020 Meeting = July 9 at 5:00 PM
- XIV. Adjournment 8:15 PM

Canyon Rim PTA FY 2019

Treasurer's Report

07/01/2019 - 04/30/2020

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	-	\$1,944.79	-\$1,944.79	-\$2,500.00	\$555.21
Carryover From Previous Year	\$1,103.23	-	\$1,103.23	-	\$1,103.23
Event Supplies	-	\$564.07	-\$564.07	-\$750.00	\$185.93
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	\$2,080.00	-\$300.00	-	-\$300.00
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	-	\$99.90	-\$99.90	-\$120.00	\$20.10
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	-\$12,432.50	\$5,006.93	-\$5,695.00	\$10,701.93
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	\$19,638.74	\$21,958.82	\$15,000.00	\$6,958.82
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	-\$40,520.64	\$39,373.37	\$34,200.00	\$5,173.37
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	-	\$198.94	-\$198.94	-\$250.00	\$51.06
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
School Gifts Totals	\$1,362.40	-\$30,361.16	-\$28,998.76	-\$49,885.00	\$20,886.24

School Gifts	Income	Expenses	Year to Date	Net Budget	More/-Less
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	\$7.73	\$125.30	-\$117.57	-\$2,000.00	\$1,882.43
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	\$1,362.40	-\$30,361.16	-\$28,998.76	-\$49,885.00	\$20,886.24

Grand Totals					
	\$109,718.17	-\$95,114.95	\$14,603.22	-\$19,930.00	\$34,533.22

Bank Account Balances	07/01/2019	04/30/2020	Last reconciled	Summary for the Period	
Checking - Compass	\$22,929.63	\$37,532.85	04/30/2020	Starting Total	\$22,929.63
Savings - Compass	-	-	Never	Income	\$109,718.17
Totals	\$22,929.63	\$37,532.85		Expenses	-\$95,114.95
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$37,532.85

⊘ These withdrawals had not cleared the bank as of 04/30/2020.

Date	Reference	Details	Withdrawal
04/28/2020	4086	Booster Enterprises	-\$166.85
Total			-\$166.85

Submitted by:

Name: _____ Signature: _____

Date: _____