



Brooklyn Elementary PTO Meeting Notes

Attendees: Liz, Adam, Angela, Jackie, Jennifer, Kari, Mark, Lisette, Dietre, Erika

October 15, 2018, 7:00 PM, Headquarters Bar & Grill (101 Concord Dr., Oregon)

Secretary's Report

- Review September, 2018 Minutes – postponed review until November meeting

Treasurer's Report

- Budget updates – no updates, on track with expenses

President's Report & Discussion

- Wishlist process & volunteer – Kari will run lead on this working with Lisette on communications, Kari bringing items to PTO meetings for group discussion and voting

Committee Reports & Discussion

1. School & Family Engagement Report: planning & volunteer updates, identify leaders/teams
 - Debrief events since last meeting:
 - Spirit Wear: sales closed Friday, Sept 21, 8:59am – 224 items ordered, 37 teacher/staff coupons used, performance wear most popular, 2nd sale opened 10/15-10/30, no flyers, just e-newsletter and facebook
 - Playground Donor Recognition: Sept 28, 9-10am – big success!
 - Planning for upcoming events:
 - Fall Conferences & Book Fair: Oct 18 & Oct 23 – volunteers needed for book fair shifts
2. Community Outreach
 - Operation Joy – winter gear collection Oct 22 – Nov 2, distribution Nov 13; greatest need sizes 10-18; Toy drive Nov 26-Dec 7; request from Oregon PTO for \$ to buy gift cards for high school-aged kids in need, decision to wait on that and see if we can get donated gift cards as part of our drive collection efforts
3. Communications
 - eNewsletters, Bobcat Briefs, Facebook, other – Kerri, Darci, & Kari shared with Lisette that it's best to communicate directly from single PTO source with teachers & staff
4. Fundraising
 - Debrief campaigns since last meeting:
 - Fitchburg Farms Flower Sale: Sunday, Sept 16 – raised around \$275
 - Playground Donor Recognition: Friday, Sept 28 - sign installed this week, weather-permitting
 - Planning for upcoming/in progress campaigns:
 - Bobcat Boosters – Oct 29 – Nov 2 Amazon smile promo
 - Bucky Books – 280 books sold-to-date
 - Square1Art – picking up art on Thurs to send in, flyers going home with kids by Nov 1, order deadline for school shipment is 11/15, purchases arrive by Dec 7; PTO provide funds to support purchase of something for kids in need; Dietre will continue to lead this campaign though 2019, good to identify a replacement this spring so that person can jointly manage next year and then take over

Meeting Adjournment: 8:12pm Lisette motion to adjourn, Jackie 2nd