

August 20,2018 7:00 PM, Headquarters Bar & Grill (101 Concord Dr, Oregon)

Welcome & Introductions

Attendance:

Nicole Aaberg, Jill Crowley, Liz Bush, Allison Nowak, Jennifer Folmer, Angela Seitz, Lisette Khalil, Mark Pepoy, Erika Munding, Dietrie St. Martin, Jackie Beach

Secretary's Report (Nicole)

- ❖ Review July, 2018 Minutes (7/16/18)

Vote to accept minutes~Motion to Approve: Jill Crowley Second: Mark Pepoy

Treasurer's Report: (Mark)

- ❖ Spend budget first and then fund the "Wish List" to teachers at the \$6,000 level
- ❖ Bucky Book income- Will not be sending them home with students, but will offer them online to purchase. Largest fundraiser of the year.
- ❖ Square One Art. Right on for budget.
- ❖ School Supply Box-received money but unsure of profit due to not noted cash, checks, etc.
- ❖ Striking name bubbles.
- ❖ Yoga fitness night, no charge. Unsure if this event will occur.
- ❖ Amazon smile made \$110
- ❖ Lisette pays approx. \$30 for credit card fees now to be budgeted.
- ❖ Lisette – annual LLC charge is \$25. Budget will reimburse for this charge.

Approve to amend Budget for 2018-2019 Jackie Beach, 2nd Dietrie St. Martin

President's Report and Discussion: (Liz)

- ❖ Natasha has resigned from her Chair (starting in January 2018 she could assist)
- ❖ Last week the previous 4th graders came through to test out the new playground per Lisette. There were Streamers and popsicles.
- ❖ 8/25/18 from 5:30-7:30 PM is the BKE Family Picnic
 - Lisette-Start setting up early before 3 pm, Kona Ice to come around 4:30 pm, Food ready by 5:15 pm
 - Doing a scavenger hunt, Bucky Books and Spirit Wear
 - Clean up is needed per Jill for the Playground with Kerri (either Sunday or Monday before the Picnic)
 - If it rains, reschedule the Donor presentation for during a school day while children are playing on the playground.
 - Would like to put a ½ page ad in observer for Donor playground. Donors will get a personal invitation for attending the event. Colored flyer done by Lisette.
 - Liz and Kari will be doing the Opening Playground Ceremony.
- ❖ Kindergarten Night (August 30, 2018 at 5:30 PM)
 - Lisette mentioned they gave out welcome map's and information paperwork to families. Lisette and Mark will work together on this event arriving by 5:00 PM.
 - Previous year they had a drawing for free stuff.
 - Pre-sale of Bucky books could be available. Would need information sheet from Jackie beforehand.
 - Spirit Wear Sales available.

Committee Reports:

- ❖ Jennifer F.-Give BKE staff a \$10.00 coupon to apply to the staff. Fleece are approximately \$25.00 from Badger Sporting Goods. 80 staff coupons would be \$800 for BKE Staff.
- ❖ Jennifer F.- Spirit Wear BKE PTO-Order several sizes of apparel to sell. We will have \$500 apparel on hand for at Conferences. Using Badger Sporting Goods. Voted on changed the logo for BKE Bobcats. Adding up a ¼ zip up fleece to the order. Same prices as last year. \$15 or less minus the hoodies/fleece. Everything is online but we would like a flyer for students backpacks. We would provide a link without a code and order from that with deadline and include delivery and pick up options. Sales would close on 9/21/18. Oct. 12 would be the delivery with conferences that week. Have a table set up for pick up near the library for apparel pick up. Remind teachers and families where the apparel is. Jennifer will be sitting at the table. 10/18/18 and 10/23/18 are BKE Conferences. Flyer would available at Picnic on Playground, Kindergarten Night and on 9/7/18 to go home in backpacks. There will be a Facebook post and PTO newsletter and link on PTO website. Also, an email to staff with link to share with their classrooms.
- ❖ Fall Conference dinner (**Tabled until September Meeting**)
- ❖ Jill Crowley is requesting funds for playground (Vital Signs) Brooklyn's Backyard Sign with 2 options would approx. \$3,000 for the sign. Lisette mentioned that Thyse put something out to them to assist with Donation. Would like to have this done by winter and installed. Check other sign companies for quotes. To discuss further at September 17th meeting.
- ❖ Kindergarten Night 8/30 (5:30-6:30 pm) *Bucky Book Sales, BKE apparel, giveaway and a map of the school for the students.
 - Need 2 tables and a greeter at the front for the PTO. Lisette to create a PTO flyer and map on the back, volunteer sign up for Mum sale, muffins, spirit wear and Bucky books all on the flyer. Connect with Kindergarten teachers to tell them what we are doing. Bring Kindergarten teachers dinner for 4-5 teachers. Lisette picked up Panera last year, Liz will pick up supper for those Teachers. Liz will email teachers to see if Glass Nickel is ok?
- ❖ Back to School Muffins (Sept)
 - Sign up for muffins needed for Sept 7, 2018 (Lisette to do)
 - Give heads up for Muffin announcement. Lisette to make sign, Jill to display it.
- ❖ Family and Volunteer Directory
 - Lisette (K-4 school directory separated by grade)
- ❖ Bucky Book Communication Plan
 - Jackie B. (Can start buying Bucky Books online right now) Jackie to pick up books at 1:30 pm on Tuesday.
 - Do backpack letter and distribute books ordered to send books to families on Wednesdays.
 - Prize for selling more books for prizes per students. Incentives! Bucky Book people to give out special prizes. Check with company and then maybe get this on the flyer as an incentive, or surprise them and provide a drawing for those who sold Bucky Books. Come up with our own rewards and prizes on our own from BKE PTO. Dairy Queen and lunch in the booth in the cafeteria. We purchased 100 books and got 5 free to start with. Hoping to sell 200 books! Jackie to email to Bucky Book on incentives.

- ❖ Jennifer and Allison met about Lids and Labels. This project was handed over to Allison to start working on. Allison would like to look at more options to make money for the school other than the lids, labels and receipts. Option to offer a night for BKE like Ziggys and O'Froyo. Also, add Amazon Smiles on a flyer. 3-4 week of school to promote flyer for that type of fundraising.
- ❖ Dietrie--School Supply Box deadline was 8/1/18 and delivered to homes. BKE got 11% off for the profit. We just cut down from 12% to 6% because of the teacher requests. Increased by 340% with 74 orders. No longer labeled girl or boy. Earned \$200 profit. May have to buy extra with the profit if need be.
 - Square One Art starts next week. Order 500 packets. Orders will start in November and delivered by Christmas.
- ❖ Mums sale will be on 9/16/18 through Fitchburg Farms. Need 3 or more volunteers for this event. 25% profit for the mums. Would like the Flyers in the handed out during the Soccer awards in players bags. Lisette will work on doing this.

Motion to adjourn: Lisette Khalil, 2nd Mark Pepoy