

Meeting Minutes

Polaris PTO

Monday, December 4, 2017

6:00 pm

Polaris Library

Attendees

Colin Lamb, Chair

Kara Chitwood, Vice-Chair

Jessica Sullivan, Treasurer

Melanie Chenard, Secretary

Anne Sterrett, Principal

Nicole Getzleman, Fundraising Chair

Lyllis Emerson, Auction Chair

Agenda

1. Call to Order: Welcome and Introductions
2. Minutes: November minutes approved
3. Board Reports:
 - a. Chair's Report: no report.
 - b. Vice-Chair's Report:
 - Community service project up and running, Student council presented to classes today. Selling cards at lunch. All classes are requested to do a community service project during class parties - Stephenie can help with easy ideas if the room parents need help.
 - Stephenie having room parents communicate about staff gifts. Same split as past - 60% to teacher, 40% to general fund distributed among other staff. Past few years - parents have contributed around \$8000 at holidays, \$5000 in May. Cards/envelopes in office next week.
 - Next staff appreciation moved 12/13 to 12/20.
 - Volunteers needed for yearbook, officers (vice chair, communications?). Would be nice to have people in mind by April or May.
 - Generate volunteer needs list prior to New Family night in April, planning/coordination on how roles will be structured
 - Need to brainstorm how to reach out to parents and get them more involved - put out a call at The Auction? Put more information on the website? Room parent information at beginning of year is good opportunity.

c. Treasurer's Report:

- Book fair - Gail looking for additional help with the event. Trouble getting volunteers - maybe just during Spring Showcase? Cut hours during Showcase? Do at a different time of year? Not sure if event is essential library fundraising or more of an event for kids. Melanie can help with conversation - would be her role to find volunteers.
 - **ACTION ITEM:** Anne to coordinate with Gail on primary goal of event - will go from there.
- Jogathon money all in, other line items pretty comparable with last year. Yearbook has been prepaid.
- In January, will bring data for past 9 years on income - annual fund/jogathon/other events.
- Inventory issue for gear - EZ form for gross receipts <\$200,000, total assets <\$500,000. Based on this, looks like it shouldn't be an issue. Line item on EZ form for inventory.

d. Secretary's Report:

- Thanksgiving Lunch went well
- Bookies this week - volunteer lined up
- Google calendar update completed
- Did not yet draft bylaw updates
- **ACTION ITEM:** Melanie to draft changes to bylaws and send out for review prior to next meeting

4. Principal's Report:

- a. Lisa & Anne doing gathering for 3rd, 4th, 5th graders new to school. Some kids having transition issue - may be a rude awakening when they're no longer the highest kid in the class.
- b. Facebook page up and running.
- c. Science fair, Bookies this week, band & choir concert next week.
- d. Ms. Hollmann recognized by KOSI 101 - interview will be played at 7:15 tomorrow. Student-driven recognition.
- e. Tours are underway - magnet eligibility letters have gone out. Still required to test all 2nd graders even though they're already identified.

5. Committee Reports

- a. Communications: Colin hasn't been getting anything from communications email address. Kara has been dealing with more for room parent communication - this might be the area to work on streamlining. Maybe structure more like ePost? Nicole can help with this.
- b. Fundraising:
 - Annual Fund: Nicole to email tax receipts for checks received to date - just needs tax ID numbers (Jessica to provide). Jessica provided ACH information.
 - Colorado Gives is tomorrow.

- Banner fell down, but will be reposted after Colorado Gives day. Lyllis to work with Nicole to put rocket image in next ePost also.
- Working on a letter - messaging with different ways to give, including Auction.
- Auction: Lyllis hasn't yet coordinated with Amy on sponsorships. Has caterer estimate for \$4900 - will probably book.
 - Tables - rather than renting, can use school's tables. Melanie can help with transport. Will still need to rent cocktail tables.
 - Anne's son no longer at 9News, still willing to do live auction. Considering professional auctioneer as well.
 - Buy-a-shares will all be at Auction, none at Spring Showcase. Kara helping reach out to people who have hosted in the past.
 - Amy still to coordinate with Anne on sponsorship.
- Polaris gear sales:
 - No update. Melanie has contact for mobile screen printing (on-demand, on site during event) if that's something the team wants to consider.

6. Teacher Report: no teacher representative present.

7. New Business: none

Meeting adjourned at 7:30 pm.