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**Meeting Minutes – February 2, 2023 – 6:30 PM**

Attendees: Jamie Farber, Kendra Reinoehl, Amanda Tank, Katie Prince, Nichole Gunderson, Emily Brzezinski, Amber McCarthy, Colleen Fuelling, Rebekah Spoelhof, Theresa Sacharski

Began: 6:38pm

1.  **Carnival**

a. Nichole and Emily met with Colleen + phone call Amanda

b. Will take place on Friday, May 5: NO School Day

I. 5:30pm-8pm

c. Will use Fun Services as main vendor again, contract in process with Emily

I. Expect $3,500-$4,000 cost, quote similar to last year

Ii. Source prizes from Fun Services, some leftover in PTO closet – take inventory

iii. Will get inflatables form Fun Services as well

d. Plan to not do snow cones, but maybe cotton candy?

e. Collaborating with NHS group again – bulk of volunteers were from NHS

f. Food Trucks

i. Ollies Donuts, Ice Box ice cream, Arcane Pizza, Lets Taco Bout It, Patty Matters

g. Balloon Guy same – Jim

h. Face painting – friend of Emily’s

i. Collaboration request

I. Emily and Nichole would like some sort of “day-of-captains” for certain areas – as point people to help answer questions/direct through out

Ii. PTO help with getting volunteers

j. 50/50 Raffle?

I. Do every other year at carnival because doing 50/50 at Ada Auction

k. Wristbands - $15 **/child** again

I. $20 at the door again?

ii. Possibility of sending them home ahead of time which was done in previous years

iii. Need more people to help with Check-In & wristbands this year

l. Appreciated members of community attending

I. possible Card My Yard or banner sign for more visibility

m. Not supposed to be fundraiser, rather a Give-back event

n. Check-In process last year flooded!

I. Right on rush at beginning

ii. Volunteer check-in

iii. Food truck check-in

o. Last minute move of games

I. Section off portion of parking lot to spread out?

ii. Could have unorganized games in the field too besides just carnival games

p. Inflatables in the gym

I. Hope to put them outside if weather is okay, not too windy like last year

r. Carnival-separate email address, all info synced in for future years

s. Child care at school on May 5?

I. May not be possible to set up in parking lot ahead of time, staff from multiple schools will be here for PD

t. Tables set-up by food trucks

I. Last year max amount of tables & chairs borrowed from FHPS, will seek out again

2.  **Approve Minutes** from last month

a. Theresa Sacharski made motion to approve, Colleen Fuelling seconded

3.  **Cash Clash**

a. Next week 2/6-2/10

b. Each classroom has cups MI vs. MI State

I. Who can check each classroom has 2 cups?

c. Count change/bills money each day

d. Venmo and Paypal is an option

e. Flag changes each day depending on who wins total

f. Ultimate winner – flag flies for the whole next week

g. Coin counter

I. Amanda and Katie each have one to bring

h. Jamie has spreadsheet from previous years for tallying

I. Will send to Amanda to convert to Google Doc to track amounts

i. Flyer will go out in Friday Folder

I. Jamie to make

j. Jamie will send out Sign-Up Genius for PTO Board to sign-up

I. Need 2 people each day in the morning

k. Every year amount we raises goes up

I. $1,000 just on Friday!

l. Rebekah & Kendra will make a poster board visual to help the kids track amount raised

4.  **Ice Skating Event**

a. Do we want a PTO advertising table? \*OK to keep unmanned

b. Just… PTO welcomes YOU!

I. Upcoming events flyers available for people to grab

ii. QR code print out and put on table so people can sign-up

iii. Just info and welcome!

5.  **Conference Dinners**

a. March 21 and 23

b. Catering this time! $1,600 budgeted

i. Options: Qdoba, Costco salads & sandwiches, Noodles & Co (approx. $600-700), O’Briens deli?, Olive Garden, Vitale’s, Mediterranean? Allison Harper (was $1,150)

c. Price out options and decide on two

d. Still create Sign Up Genius for parents to donate drinks and dessert

6.  **Auction**

a. April 28, Wildwood Farms booked

b. $50/ticket

c. Uber & Lyft pre-book – advertise to do that

d. Need directional signs by road

e. Only need simple decorations – mason jar flowers

f. Beer garden area

g. Music options

i. Mandy local singer for live music? Still waiting to hear from her? $$

ii. Marisa Lunt may be available pending soccer time?

iii. Domestic Problems artist?

iv. We will pay

v. Savana Beal – ECSE mom has sound system

h. Kim VanAntwerp would be willing to speak in regards to Kindness Initiative

i. Lots of Donations for items Amber & Carmen tracking!

I. Katie’s Dad may be a chef option?

j. Set up a time & who’s willing to help write & assemble letters to solicit businesses for donations

I. Letters to sponsors

ii. Get labels printed

k. Deadline for teachers to give experiences?

I. Jamie will talk with Melanie about a deadline

ii. Skinner & Lowell building birdhouses with kids, PTO will cover material costs

l. We are working off of Google Doc Auction spreadsheet to track donated items

m. Wine Pull

i. Rebekah will ask Allied Beverage contact

ii. Katie ask Kamil and Dad for wine

iii. 60 bottles needed

iv. $25 per bottle

v. Look for deals at stores?

vi. Funny wines?

vii. Key to have wine bags – put names on them and put aside once people pull

viii. 50/50 raffle – 4 week license $50

n. Do we need to pay taxes?

o. When do we need to send home info?

i. March 3 send out

ii. March 24 final RSVP date

iv. Stragglers after spring break – last call

p. Google Form RSVP?

i. Each will receive an envelope with info, map, and food & drink tickets

7. **Kindness Initiative**

a. Funds can be used towards Emergency Fund - evolve to a fund for not just families in dire need but if someone’s having surgery, having a hard time, etc.

b. Ada Kindness – cookies & card or meal to families

c. Kindness Community Focus

i. Self-kindness & mental health **Individual**

ii. Kindness to others **Families**

iii. Kindness to community **Community**

iv. Kindness is the heartbeat of Ada

d. Rebekah’s creating a bulletin board: *Kindness is the heartbeat of Ada*

I. Hanging hearts at main entrance where people write… Ada is kind because…

e. Auction profits could go to 3 areas

i. Audrey & Lucas

ii. Mental health fund (Kim)

iii. Emergency Fund (for Ada community)

8. **Melanie’s Playground Painting Project**

a. Have $3500 towards it from FH Gala

b. Costs $6500-$7600 total

c. Painting on wall and ground?

d. Includes more inclusive games?

e. Paint on school? Kindness wall?

i. Self affirmations

ii. Reminders?

iii. In kids bathrooms too

iv. Extend on playground

v. Garden?

9. **Budget Overflow**

a. Remind teachers to use their grant money! $3600 left unused

b. Staff Appreciation Week still has large budget, realize increasing costs

c. Magician

d. Inflatable $800 – Field Day

i. Will cover snacks too, so another $1,000

f. Original Works fundraiser

i. Heidi Iacovoni chairing, already in progress so can’t nix this year

g. Playground Equipment: We NEED…

i. Balls

ii. Soccer nets

iii. Make as an Auction donation visual item

10. **Junkluggers?**

a. Ask if they’ll do spring instead? Otherwise, a Yes

b. We only need to post something on social media

11. **Herb & Fire**

a. Flyers made cost $62

b. Only received Proceeds of $44

c. She said \*\*bring flyer to receive 10 or 15% proceeds

d. Having to physically bring flyer doesn’t yield a lot

e. Other restaurant night options:

i. Lalo’s

ii. Papa K’s

iii. Luna?

iv. Hungry Howies

v. Partnership for conference dinner nights

vi. Will Olive Garden or Texas Roadhouse donate to conference dinners? \* Kendra will call to find out

12. **Other Fundraiser ideas**

1. Frozen cookie dough fundraiser?
2. Nothing Bundt Cake - other PTOs have yielded huge profit from
3. Maybe rollout on a non-auction year
4. Lima Candle re-check in the fall?

13.  **Teachers**

a. Kristin LaSage

I. Going out to have a baby 2/1

ii. Will send flowers soon from PTO

b. Heather Schanski

i. Going out for surgery May 2

ii. Possible meals afterwards?

iii. Will get in touch with Heidi - room parent

Meeting Adjourned: 8:30pm