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**Meeting Minutes – April 12, 2023 – 6:30 PM**

Attendees: Jamie Farber, Amanda Tank, Theresa Sacharski, Rebekah Spoelhof

1. Approve Minutes from March meeting
   1. Rebekah motioned to approve, Theresa seconded
2. Treasurer Position
   1. Reached out to Courtney Cook-Hughes
      1. Couldn’t commit, possibly willing to commit to another position
   2. Kendra Osowski volunteered
3. Movie Night Recap
   1. Theresa’s kids loved the candy at the bottom of the popcorn
      1. Do it again next year with a different movie - Super Mario Brothers
   2. Brandon said in a follow up email that it went well and he had lots of volunteers
      1. Definitely willing to help with family fun nights next year
   3. It was full in the gym
4. High School Walk Through
   1. May 15th - High Schoolers will walk through Ada
   2. Asked to provide snacks in the cafeteria
      1. Approve $50 for snacks - All Approved
   3. Will watch their 4th grade video
5. Field Trips
   1. ECSE
      1. Generally do not fund a field trip for ECSE
      2. This year they’re going to Boulder Ridge
      3. Teachers are asking for us to cover the teachers’ admission (about 6)
         1. $8/person if 15+ students
      4. Help cover some of the cost for the family in need
      5. Have parents drive their kids
      6. Fund a stick to feed the birds or carrots/lettuce to feed the animals (around 8 kids per class) - $2-$5
      7. Amanda will add something to the budget for them - $150
   2. 1st Grade
      1. Cover going to Boulder Ridge
      2. $126.36 for busing and $8/person
      3. Approve $655 - All Approved
6. Auction
   1. 60 total attendance
   2. Kendra is making a brochure
   3. Advertise the wine pull
      1. Up to $100 bottle of wine for $25
   4. Send home a Kindness for All Flyer
   5. Jason King the artist is working on a logo for us
   6. Staff and Kim are all excited
   7. Put at the top of Melanie’s Newsletter
      1. Mary Beth just sent out an email about the auction
      2. Just shared it on the Ada FB page
      3. Pine Ridge put it on the neighborhood FB page
         1. Jamie got in trouble for posting a senior fundraiser more than once
         2. Rebekah or Theresa will post to the neighborhood FB page
   8. Flyers have to go home this Friday to give people a week to RSVP
      1. Put flyers at the Original Works table?
      2. QR code on a sign at pick up
      3. Do we need to describe what’s happening at the auction more since you can bid without going to the event?
         1. Wine pull
         2. Music
         3. Food
         4. Date night
         5. S’mores
         6. Get to know other parents
      4. Jamie will work on a flyer just about RSVPs - Will talk to Kendra
      5. On the 21st, we’ll send out information about what is available
         1. Open the auction for bids on April 24th
   9. Baskets
      1. Doing pretty well with the baskets
         1. Better than we’ve done in the past
         2. Lots of playdough for ECSE
      2. Carmen wanted to add a lot of books to the wishlists
         1. Need to figure out which basket they would go to
   10. Try to put items together
       1. SANP is donating a charcuterie board ($100)
          1. Add with wine tumbler, graze craze
       2. Combine gift cards together
   11. Still trying to get items confirmed
       1. Needed everything set by the time we got back from Spring Break
       2. Donut and pizza party for every grade level?
          1. Start minimum bid to cover cost
       3. Still waiting on Pine Ridge photo booth
   12. Raffle License
       1. Need to send a lot of stuff back to the state, so may not happen
   13. Volunteers
       1. Have enough for the wine pull
       2. Not enough yet for the 50/50 raffle
       3. Went to NHS at multiple schools to help with auction table
   14. Walk through next Wednesday, 4/19, 10:00 AM
   15. Have not circled back with the HS band director about Jazz Band kids playing
       1. Paying a band that will be there the whole time
       2. Probably don’t need the Jazz Band to keep it simple
   16. Schedule
       1. 6:00-8:00 - Food and drinks
       2. 8:00-8:30 - Speeches
          1. Melanie - Welcome and importance of PTO and funds
          2. Jamie - Kindness for All program
          3. Kim
       3. 8:30-9:00 - Countdown to closing the auction
          1. People can take home items
          2. 8:45 PM - 50/50 winner
       4. Do the wine pull the whole night?
          1. Monitor it and start auctioning off wine
          2. Label the wine because they can’t open it
          3. Take any extras to Vitale’s and give it to staff
   17. Setup
       1. Bring some stuff on Thursday (wine and auction items)
       2. Friday - Setup all day
          1. 10:00 AM
       3. Going to need yard signs for directions - Theresa can see if Kevin can print a few signs
   18. What do we send home with people?
       1. Food tickets and drink tickets?
          1. Don’t want to risk them losing it
       2. Information packets and they pick up at the check in table
          1. Preorder Uber and Lyfts
          2. Take credit cards and Venmo
          3. What food/drink tickets are paying for and how they pay for additional items
          4. Send out information via emails and send home with kids the day before the auction
       3. List the types of beers/wines?
          1. Don’t think it’s necessary to include brand names
          2. Just tell them beer/wine/liquor available with drink tickets
          3. Use unused drink tickets as $10 towards auction items
   19. Get together over the weekend to try to put items together and see what we have
7. Staff Appreciation Week
   1. Moved to May 8th-12th
   2. Alice in Wonderland Themed
   3. Monday - Drink Me, Eat Me
      1. Cookies from Leslie Traughber
      2. Coffee/Cocoa from Panera or Starbucks or Keurig cups
   4. Tuesday - Queen of Hearts
      1. Lawn games
      2. Make a mug to take home and decorate with sharpies and baked
      3. Evening dinner
   5. Wednesday - Mad Hatter Tea Party
      1. Tea - Iced and hot
         1. Jamie has a lot of tea pots
      2. Jimmy John’s Sandwiches
      3. Birthday cakes - possibly donation from FHF
   6. Thursday - War of the Roses
      1. Flowers - white and red themed
      2. Candy bar
         1. Add a few savory items - pretzel bites, beef jerky, chips
      3. White or red rose cupcakes
      4. Lazy coffee day - 7:30-9:30
   7. Friday - Going Home
      1. Cookies
      2. Amazon GC
      3. Lunch day - Qdoba
      4. Return mugs
   8. Coffee Camper
      1. $350-400
      2. Brody’s Be Coffee
         1. Only does drip coffee
      3. Will not use Jam N Bean anymore
   9. Still need to figure out dinner
      1. Vitale’s
         1. Prepay pizza, breadsticks, and nonalcoholic beverages
         2. Outdoor space if it’s nice
         3. Reserve the bar area
         4. Usually do it at 4:00
         5. Don’t pay for alcohol
   10. Few photo props around the school
       1. Roses and playing cards
   11. Games again throughout the week
       1. What kinds of prizes?
          1. Last year the winning house got lunch from Apple Spice
             1. McAllister’s is good
             2. O’Brien’s might do catering, but haven’t responded to previous requests for auction and restaurant nights
       2. Divide the staff into groups again
          1. Four suits - Spades, Hearts, Diamonds, Clubs
       3. Participation for points
8. Field Day
   1. May 31st with a rain date of June 2nd
   2. Need to get the inflatable booked through ACP Entertainment
      1. Rebekah can call tomorrow after school
      2. New this year
   3. Need to handle snacks
      1. Last year we did bags of Skinny Pop and Water Jugs
      2. End: 7:54pm
   4. Get a mascot from Scholastic
      1. Doing a BOGO book fair at the end of the year
      2. Jamie can reach out to Courtney Cook-Hughes
9. Carnival
   1. No school form has been filled out yet to reserve school
   2. Wristband sales should be starting soon
   3. Have paid a deposit for 50%
10. Meeting adjourned 8:15 PM