

St. Mary PTO MEETING MINUTES

DATE: Thursday, December 10, 2020 **MINUTE TAKER:** Anna K. Thelen
LOCATION: ZOOM **FACILITATOR:** Chandra Kwaske
START TIME: 6:34 PM **END TIME:** 7:04 PM

ATTENDEES PRESENT:

Kristi Dunlap Sarah Santini Anna K. Thelen Emily Riley
 Chandra Kwaske Jessica Grima Meg Holt Laura Hannenberg

Faculty Rep:
 Special Guests:

MINUTES

Welcome & President's Report			
TIME ALLOCATED	10 Minutes	PRESENTED BY	Chandra Kwaske
DISCUSSION	<ul style="list-style-type: none"> ○ Approval of last meeting minutes. <ul style="list-style-type: none"> ■ YES! ■ Minutes, bylaws and all things PTO can be found on the PTO Facebook page and our subpage on the school website. ○ Catholic Schools Week - Last week of January <ul style="list-style-type: none"> ■ Using National Agenda. ■ We have been asked to find volunteers. <ul style="list-style-type: none"> ● Monday - Gift basket assembly <ul style="list-style-type: none"> ○ Will be contacting class reps. ● Tuesday - Lunch <ul style="list-style-type: none"> ○ Staff and serve pizza and ice cream ○ 3 Volunteers ● Friday - Lunch and playground duty <ul style="list-style-type: none"> ○ 3-4 Volunteers 		
CONCLUSION	Find minutes on our website and Facebook page. Catholic Schools Week is coming up fast and we have been asked to provide volunteers for several things.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Catholic Schools Week - Basket Prep w/class reps	Chandra Kwaske	ASAP	
Catholic Schools Week - Find Lunch Helpers	Chandar Kwaske	ASAP	

Vice President & Treasurer Reports			
TIME ALLOCATED	10 min	PRESENTED BY	Sarah Santini

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DISCUSSION	<ul style="list-style-type: none"> ● We currently have \$2,316 in our account to give back to our school! ● Today we will be voting for a treasurer. ● Volunteer pulse survey. <ul style="list-style-type: none"> ○ Sarah created a short and sweet survey to send out to the school families to see what level of interest they have in volunteering. ○ We have adopted Mother Teresa at our PTO patroness and there is a really beautiful quote by her on the survey. <ul style="list-style-type: none"> ■ “It’s not about how much you do, but how much love you put into what you do that counts.” ○ We know it has been a rough year for all so the options are very much to the point. ○ We are hoping by making the survey simple that we will quickly get a good response. ○ We are very aware that sometimes you can help a lot and sometimes you can’t. 	
CONCLUSION	<p>We are excited to give back to the school.</p> <p>Voting in a new treasurer today.</p> <p>Volunteer survey to go out ASAP.</p>	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Send out a volunteer pulse survey.	Sarah Santini	ASAP

Secretary Report

TIME ALLOCATED	10 min	PRESENTED BY	Anna Thelen
DISCUSSION	<ul style="list-style-type: none"> ● PTO Communication Engagement <ul style="list-style-type: none"> ○ Anna created a PTO hype postcard. <ul style="list-style-type: none"> ■ Tried to make it appealing so people would keep it, includes our above mentioned Mother Teresa quote. ■ Contact info, our names, meeting times, lists accomplishments and hopes. ■ Trying to make us feel more approachable. ■ \$20.21 to print 50 postcards at Limner Press Downtown. ● Patron Saint Plaque Project <ul style="list-style-type: none"> ○ Enjoy Anna’s presentation - will post. ○ Proposing purchasing 10 plaques for the school of various Patron Saints. <ul style="list-style-type: none"> ■ Anna believes \$350 would be enough to purchase the plaques and cover shipping costs. ■ Unfortunately the artist does not do speaking engagements. ■ We will be able to get the name of the Saint on the plaque dependent upon the design, once final choices are in place Anna will work with the company on this. ○ We will talk about having the plaques blessed and installing them once they have arrived. 		

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CONCLUSION	We will vote on whether to have Anna's proposed postcard printed to distribute our information to families. The Patron Saints plaque project is moving forward. We will take a vote on it at the next meeting after our new Treasurer is voted upon.	
ACTION	ACTION TAKEN BY	DATE TO BE ACTIONED BY
PTO Hype Postcard - Vote Upon Proposal	PTO	ASAP
PTO Hype Postcard - Act Upon Voting Results	Anna Thelen	ASAP
Patron Saint Project - Finalize Saints & Put Together Order	Anna Thelen	February Meeting
Patron Saint Project - Vote on proposal	PTO	February Meeting

SPECIAL REPORTS			
TIME ALLOCATED	15 MIN	PRESENTED BY	VARIOUS
	<p>5K (Chandra)</p> <ul style="list-style-type: none"> ● This event needs a chair. ● We are shooting for Jubilee Weekend - COVID dependent. If not then, possibly October. ● This event comes with a step-by-step guide. ● This event is our most well attended and also requires the most volunteers. <p>Teacher Appreciation Week (Chandra)</p> <ul style="list-style-type: none"> ● 1st Week of May ● This event needs a chair. <p>Classroom Reps (Chandra)</p> <ul style="list-style-type: none"> ● You will have your first task for Catholic Schools Week. ● Chandra will be in touch! <p>Uniform Vault (Anna)</p> <ul style="list-style-type: none"> ● 4 Transactions in December. (2 trades, 2 purchases.) ● We have a lot of items and are always accepting donations, trades and purchases. ● You can contact Anna directly or fill out the form on our page of the school website. <p>Golf Outing Update (Sarah)</p> <ul style="list-style-type: none"> ● JUNE 5th - Will be our second golf outing of this fiscal year! ● Hoping to move forward with this event despite Pandemic. <ul style="list-style-type: none"> ○ Boxed food, golf naturally socially distant, typically golf with people from your home/COVID circle. ● Seeking help with marketing, t-shirt contest, they want to start promoting soon. 		
DISCUSSION	School Lunches (Emily Riley)		

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	<ul style="list-style-type: none"> • The next school lunch available for students to purchase is on 2/2. (Catholic Schools Week) • Chandra will be passing on her excellent notes and spreadsheet to Emily. • We will be needing 4 volunteers. 	
CONCLUSION	<p>5K needs a chair.</p> <p>Teacher Appreciation Week is the first week of May - needs a chair.</p> <p>Classroom reps have their first mission - Chandra will be in touch.</p> <p>Uniform Closet, running smoothly, open for business.</p> <p>Golf Outing wants you to join their committee.</p> <p>The next lunch available for purchase at school will be 2/2 and chaired by Emily Riley.</p>	
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
5K - Find a chair	Chandra Kwaske	ASAP
Teacher Appreciation Week - Find a chair	Chandra Kwaske	ASAP
Classroom Reps help with Catholic Schools Week	Reps	ASAP
Join Golf Outing Committee	Interested Persons	ASAP
School Lunch planning	Emily Riley	ASAP

NEW BUSINESS

TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	<p>Treasurer Position</p> <ul style="list-style-type: none"> • Meg Holt is nominated and receives a second. • Yes votes from present PTO members, thumbs up from ZOOM participants. • CONGRATS MEG! <p>Patron Saint Plaque Project</p> <ul style="list-style-type: none"> • Tabled for vote until February. <p>PTO Hype Postcards</p> <ul style="list-style-type: none"> • It is proposed that we spend \$20.31 to print out 50 postcards with our PTO information on them to distribute to the families of St. Mary. • The vote passes. • Postcards will be edited to add Meg Holt as Treasurer. 		
CONCLUSION	<p>New Treasurer: Meg Holt</p> <p>Patron Saint Plaque Project: Tabled Until February</p> <p>PTO Hype Postcards: Edit and get printed ASAP.</p>		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	

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Pass baton onto our new Treasurer, Meg Holt	Sarah Santini	ASAP
Finalize details of Patron Saint Plaque Project for Vote	Anna Thelen	February Meeting
Edit & Print PTO Hype Postcards	Anna Thelen	ASAP

OTHER INFORMATION

	Meeting adjourned at 7:04 pm
RESOURCES	
SPECIAL NOTES	

SECRETARY APPROVAL: *Anna K. Thelen* 1/14/2020
(Signature & Date) _____