

# St. Mary PTO MEETING MINUTES

**DATE:** Thursday, October 8, 2020

**MINUTE TAKER:** Anna K. Thelen

**LOCATION:** St. Joseph Hall,  
St. Mary Church

**FACILITATOR:** Chandra Kwaske

**START TIME:** 6:30 PM

**END TIME:** 7:14 PM

## ATTENDEES PRESENT:

Chandra Kwaske

Sarah Santini

Anna K. Thelen

Emily Riley

Jessica Grima

Terry Rabideau

Faculty Rep: Brain Koski

Laura Hahnenberg

Special Guests:

## MINUTES

Welcome & President's Report			
TIME ALLOCATED	15 Minutes	PRESENTED BY	Chandra Kwaske
DISCUSSION	<ul style="list-style-type: none"><li>• Call to order and opening prayer by Laura Hahnenberg.</li><li>• Approval of last month's meeting minutes.</li><li>• We now have a PTO tab on the school website!<ul style="list-style-type: none"><li>○ Thank you Sarah Santini!!</li></ul></li><li>• Classroom Reps are still a work in progress.<ul style="list-style-type: none"><li>○ Thank you, Mr. Koski for attending this month!</li><li>○ Chandra will be personally moving along the classroom rep initiative.</li><li>○ Interest forms have been sent home.</li></ul></li></ul>		
CONCLUSION	We have accomplished one of our goals of having a presence on our school website! We will move forward in an effort to increase our reach and ability to serve our school by having parent representatives from each class attend our monthly meetings.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Get classroom rep initiative moving and have reps attend meetings!	Chandra Kwaske	November Meeting.	

## St. Mary PTO MEETING MINUTES

### Vice President & Treasurer Reports

Vice President & Treasurer Reports			
TIME ALLOCATED	15 min	PRESENTED BY	Sarah Santini
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>● PTO budget and fundraising goal reports handed out.                             <ul style="list-style-type: none"> <li>○ Our hope for this year is to raise \$85,000</li> <li>○ We have only 1 event completed so far for this year, (Golf Outing.)</li> </ul> </li> <li>● Budget for the PTO itself = \$2,000                             <ul style="list-style-type: none"> <li>○ Projected revenues for 20/21 = \$2,800</li> <li>○ The PTO budget is for fun, “feel good,” things for school, parents and teachers.</li> </ul> </li> <li>● Possible additional fundraiser Silent Auction Baskets.                             <ul style="list-style-type: none"> <li>○ Have been successful in the past.</li> <li>○ Good for COVID, could publicize through newsletter and online.</li> <li>○ Pending whether the new librarian will want to do this herself.</li> </ul> </li> <li>● Treasurer Position is still open and needs to be filled ASAP.                             <ul style="list-style-type: none"> <li>○ Looks scarier than it is.</li> </ul> </li> </ul>		
<b>CONCLUSION</b>	We now have projected budgets and need for a treasurer.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Find a Treasurer	EVERYONE	ASAP	
Check w/new librarian regarding Silent Auction Baskets	Sarah Santini	November Mtg.	

### Secretary Report

Secretary Report			
TIME ALLOCATED	10 min	PRESENTED BY	Anna Thelen
<b>DISCUSSION</b>	Uniform Vault <ul style="list-style-type: none"> <li>● 23 Transactions for the month of September.</li> <li>● We were able to outfit a new student prior to his first day, so he could start in uniform!</li> <li>● There is now a Uniform Vault tab on the school website.               <ul style="list-style-type: none"> <li>○ Thank you, Sarah Santini!</li> <li>○ Please try out the tab and let us know your thoughts!</li> </ul> </li> <li>● Check your closets for items that don't fit in order to donate or trade them, please!               <ul style="list-style-type: none"> <li>○ Donations can be placed under the table in front of the Main Office.</li> <li>○ Requests for items will be given to your student at school and can be returned, with trades, payment and items that didn't work in the same way.</li> </ul> </li> </ul>		
<b>CONCLUSION</b>	Uniform Vault is up, running and always accepting donations, trades and requests for items.		
ACTION	ACTION TAKEN BY	DATE TO BE ACTIONED BY	
Clean out your kid's wardrobe and donate what doesn't work.	November Mtg.		

## St. Mary PTO MEETING MINUTES

### THE BIG RAFFLE

<b>TIME ALLOCATED</b>	10 min	<b>PRESENTED BY</b>	Sarah Santini
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>● Tickets have been ordered!</li> <li>● The JEEP is here!</li> <li>● We want 2 volunteers to do hand sales on the kick-off date at All Saints Fest                             <ul style="list-style-type: none"> <li>○ 1) Jessica Grima 2) OPEN</li> </ul> </li> <li>● Last year families that handed in their pledge sheets got a pizza party.                             <ul style="list-style-type: none"> <li>○ COVID won't allow for that, hoping for something tangible as a reward.                                     <ul style="list-style-type: none"> <li>■ Dress down pass to use any day of the year?</li> </ul> </li> </ul> </li> <li>● 1st prize is the same as last year.                             <ul style="list-style-type: none"> <li>○ Cut out the Disney trip due to COVID and simply doing 2nd prize of \$3,000</li> </ul> </li> <li>● \$100 per ticket as per last year with only 1,000 tickets sold.</li> </ul>		
<b>CONCLUSION</b>	Get excited, The Big Raffle is back for the 2nd year in a row!		
<b>ACTION</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE TO BE ACTIONED BY</b>	
Find 2nd volunteer for hand sales	Sarah Santini	All Saints Fest	
Figure out reward for sales	Sarah & Anna	ASAP	

### All Saints Festival

<b>TIME ALLOCATED</b>	5 min	<b>PRESENTED BY</b>	Faith Family Formation Team
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>● Flyer for the event was handed out at the last FFF parent meeting.</li> <li>● Families can volunteer to bring candy and decorate their cars for trunk-or-treat.                             <ul style="list-style-type: none"> <li>○ Car decor must be saint themed.</li> </ul> </li> <li>● 4:30 outdoor mass</li> <li>● Should we have pizza or a food truck?</li> <li>● Parking lot will act as heaven.                             <ul style="list-style-type: none"> <li>○ Something big for the entrance to the parking lot a'la Terry's magical mind.</li> </ul> </li> <li>● 7th &amp; 8th graders to be in charge of the games                             <ul style="list-style-type: none"> <li>○ They will work shifts so they also have time to enjoy the event.</li> </ul> </li> </ul>		
<b>CONCLUSION</b>	All Saints Fest had to be reinvented this year due to COVID. Our resourceful team from FFF has some great ideas to make this year's variation of the event a success!		
<b>ACTION</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE TO BE ACTIONED BY</b>	
Think of ways to decorate your car and gather candy	Interested Parties	All Saints Fest	
Create sign up for those interested in having cars in "Heaven"	FFF	ASAP	

## St. Mary PTO MEETING MINUTES

OTHER INFORMATION			
OLD BUSINESS - Time & Talent Survey			
TIME ALLOCATED	5 min	PRESENTED BY	FFF
DISCUSSION	The Time & Talent Survey for the church and school has been created and is in holding with Fr. Fons. The hope is that we can get the most bang for our buck out of this survey, asking people one time with a streamlined, concise questionnaire. Currently the parish is editing the survey for their needs and the hope is that it will be released in the next couple of weeks.		
CONCLUSION	The survey is still in the editing phase, with hopes that it will be released in the next couple of weeks.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Keep survey editing process moving	FFF	ASAP	

OLD BUSINESS - School Lunches			
TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	Sylvia Pratt has been delegated to reach out to Sunnyside Cafe and D&W to find options for lunches available for students to purchase at the school.		
CONCLUSION	We are hoping to make lunches available to purchase at the school to lessen the burden on families of packing lunches every day.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Reach out to local establishments to see what the options are.	Sylvia Pratt	November Meeting	

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## NEW BUSINESS - Mother-Daughter Tea

<b>TIME ALLOCATED</b>	10 min	<b>PRESENTED BY</b>	Terry Rabideau
<b>DISCUSSION</b>	<p>To keep interest in these types of events the plan is to alternate mother/son, daddy/daughter with mother/daughter and father/son, every other year. This year we are on the mother/daughter and father/son rotation, with an event at the beginning of the school year and at the end of the school year.</p> <ul style="list-style-type: none"> <li>● Mother/Daughter Tea Party &amp; Fashion Show                             <ul style="list-style-type: none"> <li>○ December 12, 2020</li> <li>○ Ages Pre-K and up</li> <li>○ Terry has an impressively clear and beautiful vision for this event.</li> </ul> </li> <li>● Fashion show focusing on your gifts and talents, being loved from the inside out.</li> <li>● In order to make the event possible in a COVID climate tables will be hosted.                             <ul style="list-style-type: none"> <li>○ Hosts will purchase their tables and provide the food and drink.</li> <li>○ Decor and place settings will be provided.</li> <li>○ Personal invitations will be sent to the ladies of the school and parish.</li> </ul> </li> <li>● Tentative committee:                             <ul style="list-style-type: none"> <li>○ Terry Rabideau, Jessica Grima, Emily Riley &amp; Anna Thelen</li> <li>○ Seeking other volunteers interested in setting up on the day of the event.</li> </ul> </li> </ul>		
<b>CONCLUSION</b>	This semester we are having a Mother Daughter Tea & Fashion Show! If you would like to help with this event, please contact Terry Rabideau!		
<b>ACTION</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE TO BE ACTIONED BY</b>	
Form Committee	Terry Rabideau	November Mtg.	

### OTHER INFORMATION

<b>RESOURCES</b>	<p>Closing Prayer</p> <p>Attendees encouraged to stay after to visit.</p> <p>We have really great snacks.</p> <p>Meeting adjourned at 7:14 pm</p>
<b>SPECIAL NOTES</b>	

**SECRETARY APPROVAL:** *Anna K. Thelen* 10/15/2020  
 (Signature & Date) \_\_\_\_\_