

St. Mary PTO MEETING MINUTES

2nd ANNUAL GOLF OUTING RECAP & 2021

TIME ALLOCATED	15 min	PRESENTED BY	Corey Messner
DISCUSSION	<ul style="list-style-type: none"> ● The original date had to be canceled, we were lucky enough to have a rain date that worked and was beautiful. The event moved forward in the spirit of community building while respecting current social distancing measures. It was a success and went off without a hitch! ● Due to the uncertainty of the time, the committee had not set any goals. In the end the maximum number of golfers participated and net approximately \$10,400 after expenses. They were also able to provide cash prizes to the t-shirt design contest winners. ● The first year the event made roughly \$20,000 and Corey believes the event could easily raise \$30,000 - \$50,000 in the future. He is also hoping to have the event again in June. ● WHERE HELP IS NEEDED: <ul style="list-style-type: none"> ○ Join the committee, currently it's the Santinis, Kwaskes, Messners and RJ. <ul style="list-style-type: none"> ■ They seem to have a lot of fun! ■ Monthly meetings with most of the work occurring January - May. ■ Hoping to have older students join the committee, would be a good experience for them to learn how something like this works. ○ Obtaining sponsorships. <ul style="list-style-type: none"> ■ Roughly ¾ of the money raised for the school is from sponsorships, more sponsors = more money for the school. 		
CONCLUSION	The Gold Outing went off without a hitch! They want to expand their committee in order to make the event more successful and make more money for the school!		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	

Vice President Report

TIME ALLOCATED	10 min	PRESENTED BY	Sarah Santini
DISCUSSION	<p>PTO Finances</p> <ul style="list-style-type: none"> ● The parish business office has been taking care of the PTO finances. Sarah had a meeting with Dcn. Hilker. It was determined that the money from our fundraising events, (golf outing, raffle, 5K,) would go to the church for financials and the money will go to the school. Budgets for these events will now be submitted to Dcn Hilker/ the church. ● We now have access to a PTO bank account which will be the home of smaller, "special," monies taken in, such as the Uniform Vault. 		

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	<p>Treasurer Position</p> <ul style="list-style-type: none"> • A job description handout was passed out and reviewed. <ul style="list-style-type: none"> ○ It isn't as much work as it appears to be. ○ We hope to fill this position during new business. ○ Time commitment, monthly general PTO meetings and executive board meeting. 	
CONCLUSION	We have a bank account and clarity on our finances! Committee chairs, please submit a description of your event and your budgets for review. You will be contacted if this is you.	
ACTION	ACTION TAKEN BY	DATE TO BE ACTIONED BY
Submit drafts of budgets to Sarah Santini	Committee Chairs	October Meeting
Treasurer to be voted upon	PTO Attendees	TODAY

Secretary Report

TIME ALLOCATED	5 min	PRESENTED BY	Anna Thelen
DISCUSSION	<p>After meeting with the FFF it was determined that it would be beneficial for us to create and distribute a special interest survey to the members of the church and school. This would allow us to successfully match individuals and opportunities as they are presented throughout the year. Thus resulting in a more enjoyable experience for volunteers and the sharing of our time and talents with one another to benefit our community. We are hoping to obtain some kind of incentive for completing the survey. We also found that Flock Notes has the capacity to do surveys.</p>		
CONCLUSION	Keep your eyes peeled for a survey coming via Flock Notes!		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Develop time and talents survey.	FFF & PTO Combined	ASAP	
Come up with survey incentive	Anna Thelen	ASAP	

5K Report

TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	<p>Due to COVID-19 the 5K has been cancelled for this year. A virtual 5K had been discussed, but in the end, it was decided against, as it was not a community building event and the company we contract with for this event said it would not be as successful. Fear not, we are going to move the event to Jubilee Weekend, which was a long term goal of the committee! The Bisard Family will be chairing for one more year and we are seeking new chairs. Fr. Fons is excited for Pace the Priest.</p>		

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CONCLUSION	5K is cancelled for 2020. Will happen Jubilee Weekend 2021.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
All Saints Festival			
TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske Laura Hahnenberg
DISCUSSION	The All Saints Festival is becoming a parish and school event! It will be held outdoors, Saturday October 31st. They believe it will be a great kick off for the union of FFF and PTO and this is a COVID opportunity.		
CONCLUSION	<p>Laura Hahnenberg will chair.</p> <p>Nicole Peters volunteered as a committee member.</p> <p>The group will begin meeting and planning - stay tuned for communication and volunteer opportunities.</p>		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Begin planning!	Laura Hahnenberg	October Meeting	

Classroom Representatives			
TIME ALLOCATED	5 min	PRESENTED BY	Chandra Kwaske
DISCUSSION	As the PTO has had historically poor communication skills we are hoping the addition of classroom parent representatives will help to bridge this gap. These are parents that will help disperse the information from the PTO meetings to their fellow parents. They will be expected to make the monthly PTO meetings and communicate any important information back to their classroom teacher and fellow parents. They may be called upon to obtain volunteers or assigned small tasks. The time commitment is minimal, but the impact is huge! Chandra and Sarah attended a Staff Meeting to pitch this idea to the teachers and they seemed to be on board.		
CONCLUSION	Parents from each classroom will volunteer to attend monthly PTO meetings as a rep from the class and will bring the information presented back to their fellow parents and classroom teacher.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Select classroom reps and invite them to being attending with Oct. meeting	Chandra & Sarah	October Meeting	

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Uniform Vault

TIME ALLOCATED	5 min	PRESENTED BY	Anna Thelen
DISCUSSION	<p>The Uniform Vault has been successful so far! I have developed an organizational tagging system and have all of the inventory available to view via Google Sheets. We have over 50 pair of navy shorts and over 50 pair of navy pants. Items are coming in steadily via donations and trades. With the upcoming spirit day around the corner, t-shirts from past events can be used as spirit wear and can be purchased from the main office. Please join my committee as when I have set up at all school events there has been more than 1 person worth of work! Currently individual requests are being fulfilled as received via school delivery.</p>		
CONCLUSION	The Uniform Vault has been a success so far! I am seeking help for manning tables at events.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	

BIG Raffle

TIME ALLOCATED	5 min	PRESENTED BY	Sarah Santini
DISCUSSION	<ul style="list-style-type: none"> THE JEEP IS HERE! Tickets will be here by All Saints! Volunteers needed for... Figuring out incentives for sales, posting on social media. 		
CONCLUSION	The Big Raffle is on the horizon. This is a fun event with a lot of back of house work that can be done from the comfort of your own home.		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	

OTHER INFORMATION

NEW BUSINESS	<p>Bylaws</p> <ul style="list-style-type: none"> 5 min were given to read and go over the new proposed bylaws It was voted to adopt these new bylaws. <p>Treasurer Nomination</p> <ul style="list-style-type: none"> Anna Thelen nominates Amy Koski <ul style="list-style-type: none"> Amy would like to further discuss the roll prior to accepting This will be revisited at the October meeting. <p>Faith Family Formation</p>
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- Laura Hahnenberg & Terry Rabideau present to discuss the goal of making church and school more like one big family.
- Home altar kits to be distributed in order to bring church home.

Fr. Fons offers closing prayer.

Attendees encouraged to stay after to visit.

We have really great snacks.

RESOURCES

SPECIAL NOTES

SECRETARY APPROVAL:

(Signature & Date)

Anna K. Thelen 9/20/2020
