

## Randall School Parent Teacher Club

Meeting Minutes

October 9<sup>th</sup>, 2017

1. **Welcome:** Natalie B. welcomed everyone to the meeting.
2. **President's Report: Carnival Recap** Natalie said the Carnival was an amazing day and thanked everyone for attending. She announced the total amount donated to the Twin Lakes K-9 program, thanked them for sitting in the Dunk Tank, and announced the total profit for the event. She thanked all 60+ volunteers and all sponsors, and said it was great to see so many dads helping out with the event.
3. **Upcoming Events**
  - A. **Scholastic Book Fair:** Jodi K. announced the Scholastic Book Fair dates & details. She said Randall School has the highest sales in the area, and Scholastic wants to have a chat with us to see what makes our Book Fair so successful. She said our wonderful librarian, Mrs. Fliess, would again be allowing students to shop and browse the Book Fair during their library time.
  - B. **Halloween Costume Dance:** Nicole H. shared the poster for the dance. Natalie confirmed the correct and updated time for the event, saying it would allow more time for setting up. Natalie gave details of the event, confirmed it is NOT a drop off event, listed what items were in need of being donated, what volunteers were needed for, and that the Haunted Hallway would be returning to the original hallway as last year vents were blowing down major parts of the Haunted Hallway. Mrs. Zigler confirmed there are new LED lights in the hallway, and that we would need to change how we usually adjust the lighting for this event. Natalie added that Mr. Rego is very helpful. There was a small discussion on the benefits of allowing volunteers to sign up online to help.
  - C. **Teacher Conference Dinners:** Gabrielle C. said the PTC would again be coordinating dinner for teachers during both nights of Parent Teacher Conferences, and said parents could sign up online to help.
  - D. **Spirit Wear Design Contest:** Jodi thanked Kim B. for again providing our wonderful spirit wear clothing items this year. Kim said orders had been delivered to school and would be coming home soon. She announced the Design Contest and explained how it would work, saying entries would be voted on at the November meeting. She said she has received many requests for another spirit wear campaign, and suggested having one in time for the holidays. There was a small discussion on the benefits of this, with many people agreeing it would be a great idea.
  - E. **Veteran's Day Coffee:** Natalie said the PTC would be providing coffee for Veterans during their Veteran's Day lunch at school, adding that Jan Brockway has always done a great job of providing coffee in the past.
4. **Ongoing Fundraisers:** Nicole listed the many ongoing fundraisers and explained how easy they are to participate in. She announced Renee Sweeney and Debbie Hayes would be taking over the very tedious job of organizing Richter's Receipts, and Lesley Dinelli would be in charge of Box Tops. She reminded everyone Richter's Receipts and Box Tops are due each Wildcat Wednesday.
5. **Secretary's Report:** A motion to approve the September 2017 minutes was made by Pat B. and seconded by Kristina.

## 6. Treasurer's Report

A. **Account Balances:** Jodi went over the account balances and corrected an error on the handout. She asked if there were any questions.

B. **Current State of Budget:** Jodi brought attention to the Amazon Smile income line and explained how easily it can be used to earn funds for our school. Jodi went over the Carnival Event Funding Summary, announcing how much the food trucks were donating to the PTC from their profits and that all Dunk Tank proceeds were donated to the Twin Lakes Police K-9 program.

C. **Check Approval:** Jodi said Kim B. was very graciously again donating 10% of Spirit Wear sales back to the PTC. Jodi asked for approval to write a check for fall Spirit Wear orders to Concept Graphics in the amount of \$2,656.80. A motion to approve was made by Mrs. Zigler and seconded by Tiffany F.

D. **Banking Options:** Jodi said she was not happy with the hours at the PTC's current bank or with the fees charged for large cash deposits. She said she spoke with another bank which offers longer hours and lower fees for non-profit groups. She said this bank has also been very giving in the past in supporting the PTC's ShamRock N' Run and they are great at being present in community events. There was a discussion on switching banks.

E. **Transferring Funds:** Jodi explained the importance of preventing fraud by keeping the majority of funds in a savings account, rather than a checking account which has a debit card attached to it. When asked, Jodi confirmed yes, the PTC debit card is used for online purchases. When asked how many people can authorize online bank transactions, Jodi said the PTC has not done online bank transfers, and the only people with access are the PTC President and Vice President. A motion to transfer funds from checking to savings account was made by Michelle D. and seconded by Kim B.