

PTO April 2010-2011 Executive Board Meeting Minutes

Call to order by Kathie Van Gheem.

Attendance: Kathie Van Gheem, Sharon Ely, Beth Becker, Peter Smith, Amanda Domogalik, Kacie Doyle, Jennifer Scheidler, Paula Beals, Anne Shea, Sara Dunn, Michelle Boyd, Kim Anderson

Executive Member Reports:

1. Treasurers report by Beth Becker:
 - a. The auction profit was \$50,000 (with \$21,300 of expenses already taken out) Matching funds through Lily is estimated at \$10,000 (will not know until summer)
 - b. Still waiting for official number from coaster
 - c. Fund in Need goal was \$15,000---the amount of \$13,998 was raised.
 - i. A motion was made by Sharon Ely for PTO to fund the additional \$1002 short fall. Motion seconded by Anne---All in favor.

Old Business:

1. Auction wrap - up – Janice (via email)

Feedback about auction:

General Comments:

- a. Treasure Tree was a hit.
- b. The separate tent with food was good.
- c. Fund in Need presentation was entertaining.
- d. Food was good.
- e. Impressed with the amount of things in the silent auction.
- f. Nice atmosphere for socializing—like no table assignments.

Suggestions for advertisement and event itself:

- a. Get the church community more involved: use the sign out front of the church, look at the name of the action to make it more inclusive “Saint Monica Auction,” make announcement after mass, reach out personally to small church communities or ministries within the church (example Young at Heart Ministry), Rent a bus to leave after mass to take people who might not want or are not able to drive themselves, Talk with Barb and Anne about including information in mass mailing from the church and we help pay for postage
- b. Web link from the school webpage was very nice. It would be helpful to have one resource center to refer back that included all important information (example directions)
- c. Table map at set up would be helpful.
- d. Computer and software upgrade needed. Software a contact was signed for five years and we have two years left.

- e. Might be a good idea to rotate raffles to every other year (wine of wall, treasure tree) to keep them fresh.
- f. Live auction seemed to be shorter than in the past. Might look at having more dinner parties to raffle.
- g. Need to have auction every year so that people remember.
- h. Have a poster made for around the school/church in high parent/church traffic to remind people to register for the auction.
- i. It added confusion having people register so late for the event. Suggest a deadline.
- j. Any mailing for auction should have a clear visible St. Monica symbol—people just disregarded because it did not catch their eye as being related to St. Monica.
- k. Need someone to take over the solicitation of the auction---need to start looking now.

Suggestions for saving expenses:

- a. Use our own gym to host the auction. People could walk to auction after mass.
- b. The tent (40x100) was not a planned expense of \$3100. Next year a smaller tent will be used (20x20) for \$1000.
- c. Have some yard signs made with no dates to be used year after year—for in front or around the school the week before the auction.
- d. Need to get a better idea of the number of tables, table clothes so not so many extra are ordered.

2. Green Space Update (Courtyard with greenhouse) Ed Seib via e-mail.

- a. The Social Justice Committee for the parish has offered to supply some plants and tools for the cause.
- b. Still waiting for PPC approval.
- c. Once approval is received a call will be put out for volunteers to help with construction, maintaince, and to put together lesson plan ideas into a garden binder

3. Flower and Plant Sale by Julie via e-mail.

- a. Everything is going very well. 361 flowers/plants were sold; extra plants were bought to be sold at pick up. A total of \$2,044 has been earned, that is \$75 more than last year.
- b. Have put a call out for volunteers to help unload, sort, and help with pick up.

4. May Crowning and Graduation Receptions by Kathie.

- a. The class was given \$50 to spend on needed supplies

5. PTO Leadership Award by Jennifer and Kacie.

- a. Jennifer and Kacie have provided deadlines for applications.

6. Garage Sale by Anne.

- a. Date is set for June 4th.
- b. Sent out request for people to keep the garage sale in mind as they spring clean.
- c. The school will not store any donations. One service hour will be given per family donating.
- d. This will be the last chance for parents to earn service hours for the school year.
- e. Alyssa is putting ad in the Indianapolis Star.

New Business

1. **Spring School Fund Raiser presented by Michelle Boyd.** The school will be putting on a 24 hour activity marathon on April 25th to raise money for the school to promote health and activity of students. The event will also help offset the \$4000 short fall from Discover Indy.
 - a. St. Vincent is helping to plan the event. They will be proving pedometers to each child. A wrist band will be given to each student with a child's name being helped at St. Vincent and a prayer walk will start the event.

A motion made to approve the funds left for Dream for the Future to help offset the \$4000 fundraising shortfall by Sharon Ely. Seconded by Anne. All in favor. Will confirm amount donated via e-mail once amount in Dream for the Future account is verified.

2. **Fundraising shortfall and fundraising coordination presented by Michelle Boyd.** The school has budgeted \$30,000 in fundraising. \$10,000 of that comes from PTO. That leaves \$20,000 to the school to rise on its' own through Sally Foster, Discover Indy, etc.

Fundraising:

- a. In years past the PTO has donated \$35,000 towards the school budget, but when things were tight it was cut back.
- b. Question arose if PTO should sponsor and coordinate the \$30,000 of fundraising in the school budget.
- c. Question if Dream of the Future should continue to be funded or should the money be given for school budget needs.

Fundraising Coordination:

- a. Should the PTO take over the coordination of all fund raising events or become more involved in events the school is currently organizing?
- b. Question the idea of having a person head the fund raising efforts of the school— could possibly offer them a tuition break. The parish is looking into someone for the church in this capacity is this something they could do for the school as well?
- c. Suggestion to start looking now for people to volunteer to be involved with events for next year. If we know now then we can put information in the directory for next year.

Will table issues to discuss after the PTO Faineance Committee Meeting meets and is able to look at numbers from the year.

3. Volunteer needs: continue to publish your needs with Amanda or school office and please utilize volunteer spreadsheet

Good of the Cause:

The auction committee did an amazing job organizing and executing a welcoming and well received school community event. Thank you for all of your hard work, effort and dedication. A special thanks to Janice Saunders, the Van Gheem family, and all who attended the event.

Adjourn/Closing Prayer: Kathie

Please note: next meeting – May 3, 2011