

February 2020 PTO Minutes
02/10/2020 6:30pm-8:30pm

Call to Order 6:37pm

Auction Chair Update

- Changed times
 - 6:30pm Check in and registration
 - 7:00pm-8:30pm Taco Station and walking hors d'oeuvres
 - 8:20pm Silent Auction End
 - 8:30pm Live Auction start
 - 10:00pm-10:30 Checkout
- Decorations
 - Donated by Save a Heart foundation
 - No budget needed
- Chris Taylor to DJ
 - Need to see what wireless microphone will work with his system
- iPads
 - 6 needed
 - Sam is getting them from Lakewood
 - Dan to double check that they need SmartPay downloaded
- Ticket Sales
 - \$25 per ticket
 - No reserved tables this year
 - Only sold online (no envelopes set home this year)
 - Buy by Feb.21st you get entered into a door prize drawing
 - Teachers are free
- Communication
 - Send home FAQ week of 02/03
 - Include QR code with link to website
 - What the Auction is and why it is important
 - Include some pictures of past auctions
 - Include clickable link in email updates
 - Get there early to get good seats
 - Put a insert in Eddie's weekly updates until 02/29
 - Ticket sales
 - Volunteer opportunities for the night of
 - Plan a stand alone email from Eddie
 - Needs 24hr notice
 - Week of 2/17
 - Video
 - Use the interview video from last year and repost on FB

- Make another video with pictures of what the PTO has purchased for school
 - Bulletin boards
 - Updated book room
 - Rock Wall
 - Pedal Bikes, bouncy bands
 - Week of 2/24
 - Last flyer to send home with students
 - Include top 5 items and items with specific dates that bidders will need
 - Charge your phones seeing as BidPal is only on your phones
 - This is how you bid for silent auction and buy raffle tickets
 - Auction Program
 - Need to see if Theresa will make again but only need 60 or so (too many last year)
 - Needed one week before the event
 - Auction
 - Silent
 - Elongated by 30min to allow for arrival, finding seats, getting food and raffle tickets
 - Set up a kiosk for bidding incase someone doesn't want to do on their phone
 - Make sure there is a poster or check in is letting guests know that bidding is all done on your phone except for Live Auction
 - Wheel Barrow of Fun
 - Fred got wheelbarrow donated from Stadium Hardware
 - Have about 10 bottles
 - Tickets: \$10ea or \$100 for 15
 - Could include some wine and maybe mixers if needed
 - Heads or Tails
 - Confirmed Detroit overnight-Asha to help
 - Restaurant Raffle
 - Need more restaurants to make it a good raffle
 - Financial Summary (as of 02/10)
 - Live Auction Confirmed: \$13,000
 - Live Auction unconfirmed w/potential: \$4,000
 - Live Auction unconfirmed big ideas: \$5,000
 - Total Live Auction estimate~ \$13,000+\$3,000+\$2,000=\$18,000
 - Silent Auction
 - 57 Confirmed Items
 - Valued at \$5,666
 - Estimated proceeds \$3,400
 - Requested Items
 - 95 items awaiting responses valued at \$4,878

- 30% likelihood= \$1500
 - Classroom Art
 - 2019= \$970
 - 2018= \$1020
 - Can we raise the “Buy Now” option
 - Raffles
 - Heads or Tails= \$840
 - Foodie Raffle = \$855
 - Wheelbarrow of Booze (wine pull 2019=\$740 37btl wine)=?
 - Tickets
 - 87 sold in 2019= \$1740
 - Increase \$5 in 2020= \$2,175
 - Raise the Paddle Donation 2019= \$2,750
- Total expected Proceeds (to date)= \$31,230 (conservative; 2019=\$31,881)
- Expenses about \$7,350
 - Polo Fields: ~\$2250
 - Auction Software= \$2,000
 - Auctioneer= \$1400
 - Procurement= \$500
 - Disney \$120, American Girl \$25, Balance Bike \$50, Michigan \$55, Cadillac ?, Tree Tops \$210
 - Decorations \$100?
 - No money needed all donated by Save a Heart Foundation
 - Credit Card processing: \$1,100
 - Try to get guests to cover by saying yes while checking out
- NET Proceeds: \$23,880 (conservative)
- Need to put on the PTO website “Thank You” to donors after Auction
 - Just make a list and we can let Jenny Jacka and George Hotelling (they take care of the PTO website)
- Do we renew the BidPall software?
 - Is there another auction software that is cheaper than \$2000?
 - Click Bin?
 - Amy to talk to the Wines Elementary president to see what they use
- “Name a Brick”
 - Eddie was wondering if we could start at auction?
 - Would go 3 bricks deep on either side of the main walkway up to the school
 - Leave at Lakewood as a Legacy
 - Need price point and logistics
 - Maybe better suited for 5th grade graduation?
 - Tabled for now

President Update

- Grade Rep Update
 - Jessica Taylor lower L (Y5-2)
 - Sarah Nelson Upper L (3-5)
- Checking in on the 2nd half of the year events
 - All are covered
 - Sarah to make a signup genius for Field Day June 9th
 - PTO Election
 - All positions open
 - Really in need of Tres. in Training and Vice Pres.
 - 60 Days before election need to put out descriptions of all positions
 - March meeting would be that time

Principal Update

- VIP Breakfast
 - Are we all set? YES
- MSTEP
 - 3rd grade reading law comes into effect
 - Will not be retained, Ann Arbor gets the help students need
 - Standardized testing in upper L
 - Pre starts in classrooms
 - Testing in April and dates will be released
- Kindergarden Round Up
 - 02/27
 - Amy to talk about PTO
 - Child care provided by Noon Hour

Teacher Update

- Coin Drive set for Feb.10-14
 - Eddie to update everyday
 - Pizza Party for winning class
 - Sam to deposit the coins after exchanged in coin machine
- Staff Raffle
 - Mornings of March 4th and 5th
 - 9:00am-11:30am
 - Need sign up genius for parent volunteers
 - Help with finding boxes
 - Writing out tickets for lower I if students come with additional money
 - Going to classes on 5th to see if more students need tickets
 - Giving more tickets and collecting money
 - Only Lower L- prewritten 1 ticket per student
 - Sam will do again

Volunteer Coordinator Update

- Sarah will not be running for position for 2020-2021 school year
 - Taking over Science Olympiad next year!!

Fundraising Chair Update

- Culvers raised \$350 from 4:00pm-8:00pm
 - Ok, to do it again
- Canceling Noodles & Company night
 - Only brought in \$30
- Should we still try Panera?
 - Yes, will revisit after fundraiser

Treasurer Update

- Checking \$40,679.57
- Savings \$10,002.28
- Year to date
- Transaction for field trip/bussing
 - \$12,400 activity total
 - \$6,500 for bussing
 - TOTAL for year: \$18,900
 - Splitting the bus check into 2 checks
 - \$3,250 each
 - Made out to Eddie so he can pay Durnam

Meeting Adjourned 7:49pm