



## Falcon Family PTO Agenda October 3, 2016

### Falcon's Nest @6:30

**Call to order:** Meeting was called to order at 6:33 by President Shannon Jonietz.

Attendees:

**Attendees:** Shannon Jonietz  
Crystal McKibben  
Jawanda Mast  
Rebecca Gerry  
Rebecca Frank  
Cookie Koval  
Amy Powell  
Morgan Lang  
Patty Birge

**Treasurer's report was provided and explained by Treasurer Rebecca Gerry. Documentation is attached.**

- Balance: \$3,915.73
- Falcon Fun Receipts: \$1,937.68
- Falcon Fund Target: \$5,000

#### Open Business:

##### Autumn activities

- Powder Puff Bonfire – October 5<sup>th</sup>
  - Volunteers: set up/clean up.
    - All SUG slots have been filled
    - Shannon will arrive about 4:00
    - volunteers requested about 5:00
  - Donations:
    - hot dogs in Project Grad Freezer/Teacher Lounge fridge – Jawanda to take out to thaw on Wed.
    - buns/water (500 bottles) to be picked up by Crystal?
      - Jawanda recommended using large water coolers for other water needs; Rebecca will check at home; Jawanda will check with office

- Gift Cards pledged for Bonfire/Homecoming Activities: \$865; any extra will be applied to Teacher's Conference Dinner.
    - Tasks:
      - Shopping (Rebecca G. Crystal, Rebecca F.)
        - foil wraps, paper boats, chips, treats, gloves, small cups for water, condiment pumps
      - Tables/food set up-
        - Football Boosters cooking, clean up. Ice chests from Project Grad confirmed; Shannon has confirmed all details with office, fire dept., STUCO
  - Homecoming – October 8<sup>th</sup>
    - Volunteers: 18 of 25 slots have been filled.
      - Shannon to check with Ms. Reyes on location/orientation of tasks/Stacey to update sign ups
      - Based on last year, three ticket takers needed
    - Rebecca will get bags for coat check
  - Conferences/Teacher dinner – October 19<sup>th</sup>-20<sup>th</sup>
    - PTO table – Shannon circulated sign-up for coverage
    - Volunteers
      - Stacey to follow up with volunteers previously interested via SUG; Send over weekend (Oct 8-9 if possible; Rebecca can help if needed)
        - Need volunteers for set up/serving/clean up, 3:00 – 5:00 PM Oct. 20; meal 4:00 – 4:45 – Shannon will make assignments
        - Secure 10 volunteers to provide individual desserts (cupcakes, bars, cookies, Rice Krispy treats) for desserts; provide to office by Wed. Oct. 19 at noon;
    - Meal:
      - Texas Roadhouse will provide 200 baked potatoes for \$50 (thanks to Kingsada for securing; Shannon will coordinate pick up
      - **Rebecca will purchase ? Notes are sketchy here**
        - **Salad, dressing, broccoli to be steamed, drinks (soft drinks, water, bottled tea/lemonade, sour cream, cheese, bacon bits, butter, rolls**
        - **Shannon to take care of chili/crock pot?**
- National Educator's Week – November 14<sup>th</sup>-18<sup>th</sup>
  - Per discussion at previous meeting and shortfall in receipts for Falcon Fund, PTO, will need to do something small. Group agreed to budget \$50. Patty Birge and Rebecca Frank volunteered to make some type of candy thank you to be positioned in Teacher's Lounge on Monday, November 14. Jawanda will notify office. Thanks to Rebecca and Patty for volunteering.
- By-laws
  - Jawanda made a motion and Amy seconded it to add a section to the by-laws that allows for the approval of minutes electronically. Motion carried.

- VP role – Shannon will re-send Rebecca’s proposed change to the VP position in the by-laws.

Jawanda made a motion to adjourn. Rebecca G. seconded. Motion carried and meeting was adjourned at 7:33 PM

**Next meeting: November 1, 6:30 location Falcon’s Nest**