

## **Melrose Elementary PTO meeting**

Tuesday, November 13, 2018 at 8:15am in the Auditorium

Meeting called to order by Jenny Kellard at 8:20am.

### **Korean BBQ final report by Alysen Cho**

\$6,261 raised, and food completely sold out!

Entire sales come in to PTO since Korean families donated everything.

Thank you again to all volunteers and participants!

Introduce Interim Principal Dr. Rex Patton.

### **Annual Giving update**

- Total **\$124,381** raised (\$11K from corporate match)
- 75% increase on the total amount compared to last year
- Children enjoyed Popsicle Party, Black light party, and now Mad Science Assembly scheduled on 11/27/18 by reaching \$100K!

### **Charity Buzz update**

- Online auction initiated by Raj Raghuwan focused on "Entertainment Experience"
- Raised \$8,000!
- Next auction focus will be "Entrepreneurship". Please reach out if you can donate your talent fitting the category.

### **Film Raiser**

Another way to raise money for school by purchasing movie tickets to "**Instant Family**" by Melrose Elementary PTO's Fandango link:

<https://www.fandango.com/instant-family-2018-213977/movie-overview?a=13034&cmp=13034:FAMILY15430>

- \$1.00 from every ticket bought now through Dec.2<sup>nd</sup> via this link supports Melrose Elementary PTO!

### **Audit Report by Joyce Quirch**

- Audit the books every month to make sure the all items align, and found no issues for September 2018

### **Treasure's Report**

#### 1. October Income & Expenses

Income (non-Annual Giving)

- \$369 for 5<sup>th</sup> grade Catalina trip (another \$282 each student to raise to fund the trip)
- \$717 Amazon (YTD \$1127)
- \$59 Spirit Wear
- \$247 Box Top (YTD)
- \$999 Recycling (YTD)

Expenses

- \$1189 Annual Giving Expenses
- \$285 Banners
- \$965 Beautification
- \$54 water coolers
- \$300 insurance

- \$164 meeting and copies
- \$17 Gift for Mr. Needleman
- 2. Ralph's update
  - Now 88 families are participating (42 families last year)

### **Spirit Wear update by Geordynne Umranwala**

New backpacks, campus totes, water bottles, etc. \$3372 spent for Spirit Wear new items, and order forms will be sent out soon!

### **Harvest Festival report and reflection**

Things worked:

- Popular booths: Potato sack race, Face painting, Tattoos, Pick the Nose
- Food sales: all sold out. Crepe were huge hit. 5<sup>th</sup> grades raised \$2500!
- Amazon Wishlist: most materials were purchased
- Location change: provide lots of shade, utilizing the grass area, easier access to bathroom
- Goodie bags: most people preferred the goodie bags at the end vs. at each station

Improvements for next year:

- Not enough volunteers signed up/ no show: personal call/ text, sign-up sheets in each classroom and at valet
- Reduce the number of booths and double up popular booths
- A little tweak on the booth layout: not interfering with the parade, purchase shade sail over basketball area?
- Passports: need area to put name on, need to print more (ran out quickly)
- Supplement with small tables at each station where kids can leave their passports while engaging in an activity and where parents can stamp passports
- Wi-Fi was not stable (for Photo booth)
- No need for separate lines for food and drinks, but need separate line for crepes
- More table ware (folks, spoons, knives, etc.) needed
- More seating for people to eat, need separate booths for Arts, Face painting and Tattoos
- Free water option: some kids and parents requested due to weather

### **Spelling Bee**

- In class contest which lasts about 1 hour in two weeks from now
- Run with teacher, instruction binders (1 for teacher, 1 for volunteer) provided
- Need a few more volunteers! Please contact us if you're interested

### **Upcoming**

- Mad Science Assembly on 11/27
- Winter shows on 12/13 & 12/14 (maybe): 2 performance a day
- Jog-A-Thon on 2/14/19

Meeting adjourned at 9:05am.

**Next meeting is Tuesday, Dec.11, 2018 at 8:15am in auditorium**

Minutes compiled by Eriko Gleiberman, Secretary