



2016-2017 PPE PTO
Executive Board

Meeting Minutes, April 18, 2017

A regular meeting of the PPE PTO Executive Board was held at Percy Priest Elementary School on Tuesday, April 18, 2017. The meeting convened at 5:15pm. Co-President Eileen Wright presided.

Attendees: Melinda Williams, PPE Principal, Christina Brumleve, Teacher Representative; Vonda Dunn, Teacher Representative; Eileen Wright, Co-President; Whitney Conyers, Co-Vice President; Courtney Evans, Co-Vice President; Kirsten Schreiner, Treasurer; Carlin Graham, Assistant Treasurer; Bonnie Paik, Recording Secretary

Welcome & Call to Order: Eileen Wright called the meeting to order with Christina Brumleve seconding the motion.

Approval of March Meeting Minutes: A motion was made by Eileen Wright for approval of the March meeting minutes, Christina Brumleve seconds the motion. Motion carried.

Treasurer's Report:

- PTO Checking Account Balance as of 3.31.17: \$67,159.57
- Estimated Gross of Auction: \$73,238.70
 - This is \$18,052.00 over gross goal (Gross Goal \$55,000)
 - Expenses to date: \$17,176.49
 - Payments are still coming in with final numbers expected within the next 10 days.
- For the 2017-2018 Budget, a meeting with in-coming Co-Presidents, Courtney and Whitney, will take place within the next 10 days. An email will be sent to the Board for approval of the budget.

Principal's Report:

- Looking to hear about budget presentations as soon as possible and how this will impact any staff transitions
- TN- Ready in process
- Kindergarten registration is in process

- Requested in-coming Co-President's look at the Facilities or Beautification budget for removing the dead tree in front of school

Co-President's Report:

- In wrapping up the auction, Co-Chair Tarala Rybacki wants to do a "Last Chance" auction. A flyer in this week's Friday Folder will go home for instructions to bid online.
- Potential May PTO Meeting Subjects:
 - School Renovations
 - Parent volunteers to assist in renovation steering committee
- Yearbooks are in production. Yearbooks will be for sale soon.
- Week of May 8th is Teacher Appreciation

Incoming Co-President's Report:

- For Auction Chairs next year, there are three people who have committed for the logistics portion. An "ask" is out for the main Auction Chair.
 - Opportunities for next year's auction:
 - How to engage 4th grade families
 - Bringing DJ closer to the middle of the event space. This will allow for the crowd to hear the DJ and engagement of guests for announcements and bidding.
- Board positions for next year that are open:
 - Field Trip Shirts
 - Directory
 - Auction Chair
- Board positions for next year that are pending:
 - Website Design and Social Media
 - Rising Reader
 - Tiger Store
- Board positions for next year that have been filled:
 - Parliamentarian: Michelle Sweeney
 - Co-VP: Tarala Rybacki confirmed/Additional Co-VP asks are pending
 - Marisa Adair: Communications Chair
 - Assistant Treasurer: Baxter Lee

Kirsten Schriener makes a motion to adjourn. Bonnie Paik seconds motion.

Adjourn 6:25pm

Bonnie Paik

Recording Secretary, PPE PTO Executive Board