PTO General Meeting Minutes

November 21, 2023

Attendance

Britanie LeFait

Robyn Zwicker

Michelle Melvin

Tanya Deveau

Hillary Wood

Mamoona Brace

Kim Stobo

Welcome and call to order

Review and approval of October Minutes (B. LeFait)

Principals report (M. Brace)

Faculty Liaison Report (R. Zwicker)

* Running club meets could not happen due to the weather, will try again to hold meets in Spring
* Skipping workshop was a big hit

Treasurer’s Report (M. Melvin)

**Balance: $429.87**

* After events where monies are collected, they will be counted with a witness and balance will be updated
* Where we are mostly donation based, including the area donations are going towards on event posters for transparency (i.e. storage unit fees)

Parent Volunteer Coordinator (H. Wood)

* Approximately 50 volunteers are needed to run Halloween Howl
  + Parents, older siblings, grandparents all welcome as volunteers
* Holiday boutique also needs around 40 to 50 volunteers between set up the night before and running the tables from 8 am to 1 pm
* Anyone interested in joining our volunteer list and getting volunteer sign up emails reach out through the Facebook page Caldwell Road Elementary School PTO or email [caldwellroadpto@gmail.com](mailto:caldwellroadpto@gmail.com)

Event and Fundraising Report (T. Ingraham)

Halloween Howl

* Spirit Event, donations accepted at the door and a canteen will be held
* October 26, 6:30 to 8 pm including activity rooms and a costume walk at the end
* Prizes will be “in house” - hot lunches, principal for the day, etc.
* Front row of the Winter Concert raffle will happen this year
  + Parents that volunteer will get 2 ballots for every event they volunteer at (Halloween Howl, Holiday Boutique, etc.)
* Volunteer numbers needed a week before the event so we know if we can run it or have to cancel
* Every room has a game, every game wins a prize so we will be sending out requests for specific donations from classes
  + One class brings chocolate bars, one brings suckers, one brings gum
  + This will come out after next Halloween Howl planning meeting
* We are rebuilding our volunteer list so need as many people as possible to sign up
  + Grandparents, parents, older siblings, high schoolers (volunteer experience looks good on a resume\*)
* Looking for a volunteer that can create an escape room, possibly even one for grades p - 3 and one for grades 4 - 6
* Also looking for an easy craft for a low sensory, quiet room

Other Business

**Breakfast club**

* Expanding this year to offer some fresh fruit, baked items and cold items, lots of potential to offer more items but volunteers are needed to do prep work and refill classroom bins
* Breakfast bins are for EVERYONE. Food is available for anyone that wants it.
* A video is in the works to showcase the new prep and storage space for Breakfast club

**Tables**

* Last Holiday Boutique we were short on some tables. How many do we have in the school and how many are needed for events?
* Purchasing folding tables from Costco a possibility

**Storage unit**

* Approximately $700 a year, the main expense of PTO, stores all decorations and things that the school doesn’t have room for

**Costume Swap**

* At literacy night, have the option to bring in used costumes. Take one leave one
* No masks, weapons, headgear
* At the end of the night, donate the costumes leftover

**Volunteer sign-up sheets**

* Once we have each room planned with its game or activity, a sign up sheet will be emailed out to the volunteer list and people can put their name on whatever room and timeslot they want to volunteer at.
* Places to reach out to about getting more volunteers - guiding, scouting, lionesses, Astral Junior High and Auburn students that went to Caldwell

Tentative next meeting date/time

**Wednesday October 18, 6pm**