



# Meeting Minutes

Hixson Middle School PTO

**Date:** Sept 7, 2023

**Location:** Hixson Library

**Meeting Called to Order by:** Julie Blank

**Time:** 6:05 pm

**Present:** Julie Blank, Vicky Holway, Becky Piening, Chantal Hoffsten, Amy Estlund, Dorothy Carlin, Katheryn Drennen, Tara Sheer, Rebecca Dohrman, Maureen Jones

**Virtual:** Jen Levine, Katie Reangle, Ellen Barnidge, Liz Giordano

**Absent:** Kwame Curtis, Lindsey Cosentino

**Minutes Compiled by:** Dorothy Carlin, Amy Estlund & Julie Blank

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## August Minutes

- Typos corrected
- Link to be added
- Approved unanimously

## Dr. Mayes' Update

- Upcoming event: Changing by the Minute Documentary Screening + Panel Discussion in Hixson Auditorium, 6pm on September 27. (documentary about educating the middle school child). Looking for volunteers to serve on the panel.
- Looking for volunteers to serve on a small combined staff/parent committee to help plan March to the Middle: Parent Edition 2024
- 6th grade camp parent informational meeting at Camp Wyman a huge success! Thanks to all parents who attended

## President Report

- Mission – needs approval and to be added to bylaws

## VP Report

- Dorothy to go to Vicky for clarification on committees – Fortnightly
- First meetings have already happened
- Suggestion to put announcement on class FB pages for call for volunteers
- Volunteer meeting scheduled for all of the committees on same night (Mon, 9/18) to keep coordination efficient for chairs and VP
- Holiday House Tour meeting last Friday; two great chairs

## Treasurer Report

- [Budget](#) provided
- Hand-entered all transactions into membership toolkit, which is the origin of the budget



- What is the Camp Wwyman shortfall?
- Discussion of \$15 cost of dance and whether we could subsidize or reduce cost—scholarship ticket option online – as easy as possible to utilize a free ticket for dance.
- 6<sup>th</sup> grade camp cost division: 50% parents, 50% district/foundation/PTO - our goal as PTO is \$6+k and we are not quite to that goal. Currently contributing \$3.5K – but they would like to get to \$6K
- Mixers – to be free
- Spirit wear profit goes to administration not to PTO
- Emphasized donor cultivation; fundraising committee needs chairs for donor cultivation; need to do better job at donor appreciation and showing where money is going (for example, what \$100 donation funds); framework there but doesn't have leadership
- Encourage recurring/repeat donation through Paypal; ask for it
- There is a general donation link; promote through social media, newsletter, and other vehicles
- Student activities – some will be paid directly to school/Dr. Mayes
- Big check idea – photo op – communication team
- 90 cents of every dollar goes to programming
- Are there specific dates that check need to be written? – clarity on dates need from treasurer
- Motion to pass budget
- Discussion; leaving Fortnightly out of budget
- Voted on and unanimously approved

#### Secretary Report

- Amy reviewed newsletter content and schedule; will include Holiday House tour in every issue
- Website – board list and minutes – wpost minutes; we could dress up content. But discussion occurred on whether to just use Membership Toolkit; add EIN, financial situation, impact; vs. PTO contact only info
- Rebecca – push district contact to Dorothy
- Bylaws team: Dorothy Jen, Julie, Kathryn

#### Old Business

- None

#### New Business

- *Fortnightly*
  - o Carla Grundy – talk to her to see how it raised money; she renegotiated the contract
  - o How to turn to Fortnightly into a fundraiser
  - o How to structured it in the future
  - o Reconsider after the research
  - o Include those who have not participated
  - o Keep the district looped in
  - o Get student input
  - o Co-chairs could take care of upfront logistics rather than the VP



- o Better communication all the way around needed to co-chairs
- *8<sup>th</sup> grade celebrations, Six Flags event*
  - o Becky mentioned sale on season passes ending soon: costs less than a ticket for the field trip in the spring
  - o Becky to talk to Dr. Mayes
  - o PTO page to post Six Flags content – promote purchase of season pass
- *PTO Leadership Summit*
  - o Requested status of umbrella organization: there is a district wide PTO, we are a subsidiary, but the secretary of state revoked status
  - o Another meeting is getting scheduled with CFO
  - o We could be a stand alone PTO
  - o Choices: Wait out the umbrella fix, or separate
  - o Tabled for discussion in November

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Meeting adjourned: 7:35 pm