

# WATERFORD ELEMENTARY SCHOOL

## PTO MEETING MINUTES 11/3/22

### Participants

#### OFFICERS PRESENT:

President - Mariah Barrus  
Vice President - Jaime Jenkins  
Secretary – Monica Horton

STAFF IN ATTENDANCE – Andrew Heironimus

OTHERS IN ATTENDANCE – Tara Briggs, Amanda Sprague, Whitney Otto, Liz Hohm, Caitlyn Seidl, Amanda Vela, Tim Chapman, Raquel Chapmen, and Parveen Ibrahim

Meeting called to order at 9:36am.

The agenda for the meeting was as follows:

### **1. Welcome and Introductions**

### **2. Finance update from Tina Sehgal- Fair overview**

- PTO made approximately \$1,000 less this year than last year
- However, sales were up by \$500
- Reason: PTO did not get the amount of pre-Fair donations from families that we received in the past
- Money brought in from homemade baked goods was less because we did not consistently have kids, dressed in period clothes, walking around selling items
- We were missing 2 six-packs of cinnamon buns (there was a lack of communication regarding the cinnamon buns and where items were)
- Liz Hohm volunteered to Chair the cinnamon buns next year – to keep consistency, she is able to setup on Thursday and Chair the Cinnamon Buns all 3 mornings for 2023 Fair
- PTO spent an extra \$200 this year on food and supplies, with inflation that is not too bad, had to do more “runs” for items because of how cold it was on Saturday, and therefore, we had to purchase the items at a higher expense because we couldn’t buy the items ahead of time in bulk
- We did not sell a lot of food kits of leftover food on Sunday after the Fair, we had a lot of leftover chicken, Costco is no longer accepting returns of cold food, the leftover hotdogs we kept and are going to sell at Bingo Night (currently frozen at Mariah’s house because we cannot keep them in the school’s fridge)

- Email Tina with any in-depth questions on the budget

### **Thoughts for Next year...**

- Location was fine
- Hard to find volunteers, so we need to determine whether or not to continue with the Fair Booth next year
- It is a lot of work leading up to it, including multiple stores and prepping
- Mariah and Tina will not be chairing the Waterford Fair Booth next year
- Need to find more people to work in the kitchen and the stand
- More organization is needed in the kitchen
- Need to write up notes from this year
- Note: all Fair vendors need to be there and open all three days
- Caitlyn S. – Suggested ways to scale back by doing meal kits ahead of time to limit the amount of prep of food on-site at the booth
- Liz – Suggested the possible option of having WES parents works as flaggers for the Fair, get paid ~\$6,000 for the entire 3 days, work in shifts, maybe a better choice for fundraising than the time and effort to run the Fair Booth

### **3. Whitney Otto- Update on Addition**

- CIP School Board Meeting on November 28<sup>th</sup>
- School addition will not increase our capacity, it will provide more space for the students we currently have, bring all of the student classrooms inside the building, provide additional restrooms
- PTO Website – up-to-date, request for Monica to copy Lisa with the flyers that Andrew approves from the PTO

### **4. December teacher luncheon ideas**

- 5<sup>th</sup> grade luncheon – South Street Under (sandwiches, salad, fruit, chips, dessert)
- PTO needs to think about options for our Teacher Luncheon in December

### **5. Veterans Day Reception- would anyone want to chair this? Buying and setting up muffins, juice, fruit, etc. It will be Friday, November 11 at 8:15am**

### **6. Any old or new business**

- **New email scam**

### **7. Next meeting date: December 1<sup>st</sup> at 9:30 am at the Old School**

Meeting was called to an end at \_\_\_\_\_am.