

Riley PTO Board Meeting Minutes
October 8, 2019 - Approved
6:30 PM - Riley Cafeteria

Meeting called to order at 630pm

Attendees – Phyllis McLellan, Heather Hager, Christie Shaffer, Sarah Doak, Dana Nickols, Sara (Nicki) Wilcox

Previous Meeting Minutes – NA

Items to discuss at October PTO mtg

- need to vote on budget
- need to vote on bylaws
- discuss secretary opening & replace
- discuss/vote on back payment of fees for non-profit status

board meeting scheduled to review budget in detail to acclimate new treasurer to role as well as gain a better understanding as a whole on the budget process/paperwork, used the 2018-2019 approved budget as a guide to formulate the 2019-2020 budget, steps taken as follows:

- Meijer rewards program removed as line item r/t 2 years zero balance
- movie events added as line item, will include costs for popcorn, bags, and movie licensing fee
- Candy Cane expenses will be reduced r/t excess wrapping materials left over from last year
- Dana took Meijer gift card for \$150 to use for the teacher appreciation week
- discussed expanding the lines of the budgets to include more details, especially the Run-Raiser, to increase transparency
- childcare expenses this year will likely go up, there are more children attending the meetings compared to previous years, needed 3 sitters for the 1st mtg this year, plus we will have more meetings than were held last year (several cancelled for weather), will budget for 2 sitters per mtg for the rest of this year
- teachers asked for Razz Kidz to be added in but no info on cost at this time
- removed family directory as its own line item and added under print shop as a subcategory
- hospitality and miscellaneous line items will be expanded/further itemized to see more clearly where the money is used
- teacher planners removed r/t 3 years at zero balance

Adjournment – 817pm