

**Riley PTO Meeting Minutes**  
**February 8, 2022 - Approved**  
**6:30 PM - Riley Library**

**Meeting called to order at 632pm**

**Pledge of Allegiance recited**

**Attendees** – Joe Corr, Christie Shaffer, Elizabeth Shepard, Dana Nickols, Brandy Mather, Heather Hager, Esther Haviland, Tanna McGee, Karena Garman, Sarah Doak. Zoom attendees – Mrs. Brown, Ms. Buszinski, Mrs. Ely

**Previous Meeting Minutes** – Reviewed, no edits, Brandy motioned to approve, Heather 2<sup>nd</sup>, all approved

**Financial Report** – Reviewed Jan financial report, one correction made for a 10 cent difference from a data entry error was made. Tanna motioned to approve, Christie 2<sup>nd</sup>, all approve

**Final Review Facebook Rules** – Flow chart reviewed, final version agreed upon by all in attendance, discussed admin assist feature new to FB all agreed it would be a useful tool to use, Christie suggested rule #7 be edited to include language that district or building administration can ask post/comments be deleted. Christie motioned to approve the rules/flowchart, Dana 2<sup>nd</sup> all approve. Further discussion on post approval, of all in attendance, 10 vote to leave approval on, 3 vote to turn it off, post approval will remain on for now.

**Run Raiser Updates** – Theme will be ‘the ground is lava’, it will be run during gym class over the course of 2 days (May 19<sup>th</sup> & 20<sup>th</sup>, sponsorship will be \$150 and many sponsors have already committed! Once the ‘name’ has been chosen, Heather will work with Kevin at Sports Stop to design a Tshirt. Students that bring in \$60+ in donations will get a shirt. 1<sup>st</sup>-3<sup>rd</sup> prizes will be issued Visa gift cards \$150/\$100/\$50 values. Will need many obstacles this year since they ‘can’t touch the lava’, next meeting 3/22 at 630pm in the school library.

**Daddy Daughter Dance** – scheduled for 2/26 at 6pm, final meeting will be on 2/16 at 630 at the school.

**Post Event Form/Tracker** – after each event a form should be filled out to hit the highlights of the event/budget/lead so that information can be passed on the next year. Template needs to be created still, need to capture the important info only

**Staff/Bus Driver Appreciation** – Similar to last year, baskets on bus, gift cards can be purchased and handed out to them in the bus loop, staff appreciation on 5/4 need to look into food options first and then purchase the amazon gift cards. Will explore restaurant donations.

**Open Discussion** –

- Yearbook pics, need to send reminders to take & upload to the yearbook FB page
- 5<sup>th</sup> grade graduation, will plan on having it, could try to hold it outside, or limit number in attendance if inside
- Board member nominations should be done in April, vote in May
- Heather suggests revisions to the by-laws to add in details on election (specifically the month(s) it should be held) as well as review the definition of quorum

**Adjournment** – Heather made motion to adjourn, Christie 2<sup>nd</sup>, adjourned at 735pm