

Robert Crown PTO Meeting Minutes
December 20, 2017
Robert Crown Conference Room

In Attendance: Katie Kittleson, Cara Mohr, Jessica Schachelmayer, Jen Jandula, Cinda Hansen

1. Call to Order and Establish Quorum
 - a. 12:38 pm
2. Approve Minutes; Cara Mohr, Katie Kittleson
3. Treasurer's Report
 - a. The newly acquired accounting system is not generating a printed report. We continue to work towards resolving this issue with the District PTO Treasurer. Jen is working to create an Excel Spreadsheet to include balance, income, expenditures.
 - b. Current balance is approximately \$22,000. Noted to file.
4. Membership
 - a. Membership collection period is complete
 - i. Current total brought in from membership \$3,637 (increase in \$800 from 2016).
 - ii. Incentives from membership participation (keychain, water bottles, blankets) appeared to have helped with increase in donations.
5. Book Fair and Grandparent Family Event Follow-up
 - a. Profit was approximately \$6,000, sales were up at approximately \$18,000 in sales. We continue to calculate expenses. PTO will be able to donate approximately 170 books to the library. The Art Show that was held in conjunction with the Book Fair had an increase in sales of approximately \$250, about $\frac{1}{3}$ more in profits.
6. Holiday Shop
 - a. Continue to need help with volunteers, put request on FB, letters have been sent out to Rotary and Lions clubs, the lunch ladies and bus drivers have been contacted as well as Kohl's' Cares Program. Water and chips will be available for volunteers.
 - b. Gift bag donations still needed
 - c. Dress Up Days for the Week-Posters Made, encourage volunteers to dress up.
 - d. Candy Cane Sale 12/8 to Kick Off Holiday Shop.
 - e. Sign Up Genius
 - i. Available and can sign up for the year's events
 - ii. Follow through! Please manage your sign up and committee chairs, please send email reminders. Email blast.
7. Winter Parties
 - a. Will be held the day before Winter Break, time adjusted slightly earlier to allow for easier bus access after school.
8. Box Top Collection

- a. Beginning in early February
- 9. District PTO Bingo Night
 - a. Kris Farrell and Morgan Diaz working with the committee.
- 10. Reminders
 - a. No New Reminders
- 14. New Business
 - a. No New Business
- 15. Old Business
 - a. Kohls Check from Pumpkinfest received
 - b. Recent School Purchases include Outdoor Giant Sized Games
 - c. Schwan's Cares profit to date \$128
 - d. Cara to follow-up on profits from Wauconda Cafe (Ongoing) and Bulldogs (Grand Event Night)
- 15. Closing Comments and Adjournment
 - a. Meeting adjourned 2:10 PM