

Crossfield PTO

Meeting Minutes

May 28, 2014

Present: Suzanne Nordfelt
Beth Malara
Jennifer Leo
Justine Tapp
Julie Dann
Nikki Evinger

Next meeting: May 30, 2014

I. Announcements

- Please have any agenda items for Friday, May 30th meeting to Suzanne by 6pm Thursday, May 29th

II. Discussion

- A narrative of what the Crossfield PTO accomplishes and supports needs to be created.
- We need a clear picture of the budget for last year to facilitate a 2014-2015 budget.
 - A draft of the budget should be available by August 1st.
- Staggering PTO board positions would be ideal – this would mean some positions would need to stay on for longer terms.
- Should we add a 7th board member (Volunteer Coordinator?)
- Committee assignments need to be flushed out for 2014-15
- Should we conduct a survey of Crossfield families?
- Julie gave us an update on the new playground equipment:
 - Contract was signed on May 10 with FCPS and playground provider
 - Crossfield is in the queue for construction – possibly complete by summer
- A one-page info sheet on Booster-a-Thon needs to be created – Suzanne and Julie will work on it.
- The Board needs to establish guidelines on promoting personal business ventures during PTO sponsored activities.
- Bake sales should be at most PTO events (Bingo Night, Movie Night, etc)
- Tickets should be sold for talent shows – even if just \$1. We can raise funds for new microphones, etc
- We should record and sell the video of school events
- Programs needs a budget
- Fees for all our Programs should be the same (\$16) – except for free programs
- We should subsidize programs for at risk kids
- Should we have a 5 K Run as a spring fundraiser? Will discuss again after programs for the year are determined.
- What are our raising funds goals for the upcoming year? Do we need to fundraise after Booster-a-Thon?
- Should we have a staff volleyball/6th grade basketball game as a potential spring event?

III. Decisions

- Board voted to absorb cost of credit card processing fee (2.9% & \$.30) per transaction for program registration fees.
 - If refunds are issued, the credit card processing fees will be refunded to purchaser, but the administrative fee of \$16 will not be. (current policy)
- Board voted to move Spirit Night Committee to Fundraising (previously under Events).
- Board decided to move Teacher Appreciation Week committee to Events (previously under Fundraising).