

RS Payne Elementary PTO Meeting Minutes
December 1, 2016

A meeting of the RS Payne Elementary PTO was held on December 1, 2016. In attendance were the following people: Trish Pabis, Cindy Tolle, Sheri Quinones, Keeley Tuggle, Stacey Felmlee, and faculty member, Lori Smith (GO).

President Sheri Quinones offered a brief welcome to everyone and introductions were made among those present, as a sign-in sheet was circulated for all to sign. Next, a motion was made by President Quinones to approve the November meeting minutes. The motion was seconded and carried. As an FYI, this school year, meeting minutes will be sent out via Infinite Campus by Ms. Davis, and will also be posted on the school's website.

Staff News: Ms. Smith noted that organizational efforts for the 3rd grade play will begin soon. Additional funds may need to be raised to support the play. Fundraising plans/efforts will be further discussed in the new year, as needs are assessed and arise.

Principal's Report: None, as Mr. Blakely was unable to attend the meeting.

COMMITTEE REPORTS:

TREASURER'S REPORT: Treasurer Pabis submitted a summary report of income intakes and expenses to date. A budget spreadsheet for the year was also presented and reviewed as well.

On November 14, Treasurer Pabis applied for non-profit corporation status with the state of Virginia and paid \$76.95 for application/processing fees. On November 21, Treasurer Pabis received notice via e-mail that as of November 16, 2016, the RS Payne PTO is considered an incorporated organization.

On November 26, our application for recognition as a 501(c)3 status organization was also filed and a fee of \$275.00 was paid. Treasurer Pabis is currently awaiting response back for approval of this application. Once approved, there will be one more application to fill out to complete this process.

The PTO will need to file a tax return for the 2015/16 year. We will also need to re-write our by-laws, at some point, to address IRS requirements related to our new status as an organization. Treasurer Pabis will work with President Quinones to accomplish this task and any revisions to the by-laws will be submitted to the Board for further review and approval.

FUNDRAISING: \$60 (profit) was raised courtesy of the Pizza Hut restaurant night. The next restaurant night is scheduled for December 13 at Chipotle. 50% of event proceeds will benefit our school. This restaurant night will run from 2-8 pm.

Candy Cane Clubhouse is set for Dec. 13-16. Volunteers and donations are still needed to support this event.

If you choose to shop on-line via the School Store fundraiser, a percentage of your purchases benefit our school. If you have questions about how to participate in this "shopping" fundraiser, please let Treasurer Pabis or President Quinones know.

Please remember, if you haven't already, to sign up for the Community Rewards program at kroger.com/community rewards. Once you go on-line to register your Kroger Plus card with this program, look for our school either by name (RS Payne Elementary) or enter our school identification code: 90868. If you have any questions about this process, please follow-up with a member of the PTO Executive Committee.

Also, if you find yourself shopping at Office Max, please mention our school at checkout--doing so will ensure that a portion of your purchase proceeds benefit our school.

SPIRIT DAY: The next Spirit Day is set for December 2. Keeley Tuggle has ordered 75 additional shirts for spring semester. Four adult staff member shirts were also purchased. All of these purchases were graciously covered by a donor. Any child wishing to purchase an additional shirt can do so at a cost of \$3 per shirt. Ms. Tuggle also noted that class participation is steadily increasing for Spirit Day.

CARNIVAL: Adrienne Scruggs, Carnival Chair, is seeking a volunteer coordinator for event day, as well as a concessions coordinator. Please let her know if you are interested in either of these volunteer roles. Carnival is set for Saturday, April 1, from 11 am-3 pm.

Raffle coordinator, Stacey Felmlee, mentioned that in the past, incentives have been offered to students to encourage them to sell carnival raffle tickets (the incentives are usually carnival game/attraction tickets). These "rewards" have proven successful in increasing raffle ticket sales. It is now LCS policy that no incentives or individualized rewards should be offered to students for participation in donation drives or sale efforts, so Ms. Felmlee sought advice from the group regarding how to handle incentives, if any are to be offered, for raffle ticket sales this year. It was suggested that perhaps an incentive or reward of some sort could be offered to the collective classroom or homeroom that sold the most raffle tickets, thereby removing the individualized incentive for raffle ticket sales. Ms. Felmlee will look into the feasibility of incentivizing raffle sales in this manner and will report back to the group about this option at a later time.

ADDITIONAL BUSINESS: There are still some unfilled PTO Board positions for the year. Please let President Quinones know if you, or anyone you may know, has an interest in learning more about, or filling, any of these open positions.

With no further business or announcements to discuss, a motion to adjourn the meeting was made, seconded, and carried. As such, the meeting was adjourned. The next PTO meeting will be **Thursday, January 5, 2017 at 10:30 am, meeting room TBD.**

Respectfully submitted by:
Cindy Tolle, Recording Secretary
RS Payne PTO, 2016-17