

## E.O. Muncie Elementary School PTO Board Meeting—January 30, 2018

Call to Order Meeting was called to order at 6:00pm.

In attendance were: Alicia Berry, Holly Magrath, Karrie Weaver, Melissa Scott, and Amy Whitaker.

### Welcome

### Winterfest

General:

- Amy is locating rings for ring toss, and Chereese sent the t-shirt order form to Holly. **Done**
- Alicia popcorn, popcorn bags, and suckers from GAB (they are donating these items) and requested volunteers from GAB as well. ✓
- The name is officially “Winterfest”. ✓
- We will have 4 bounce houses. ✓
- Presale begins 1/17 for \$7-pick up wristband at door and \$10 wristband at door (wristband for all activities, food is separate) ✓
- Chereese Manns to organize and distribute Google Doc for teachers to collect money presale \$ and log wristband purchases **Done**
- Holly sending marketing doc home on 1/16, also requesting donations (cakes, pops, glow necklaces) **Done**
- Amy/Chereese to communicate to teachers regarding all thing Winterfest at next faculty meeting **Done**

Food:

- Popcorn and shaved ice will be prepared ahead of time. ✓
- Chereese Manns will order pizzas for 5:15 p.m. delivery (will communicate to Marissa when/how to pay bill).
- All food \$1/ item (includes pizza slice, cup of polar ice, bag of popcorn) ✓
- Water (donated by teachers/PTO): FREE ✓
- Polar Ice-Amy tested machine-Karrie Weaver has purchased/will purchase supplies: syrup, spoon/straws, cups **DONE**
- Alicia and Holly will make sure we have: plates, napkins, popcorn bags, trash cans, trash bags (there are popcorn bags in the PTO closet)
- Holly will place collection of donation items box in teachers lounge **Done**
- Amy has secured coolers for shaved ice. ✓

#### Volunteers to man booths:

- Amy has volunteer times laid out and asking teachers to fill slots (will distribute to teachers) **Done**
- Holly is sending request to parents for help **DONE**
- Holly is placing a sign up sheet in the office for parents **Done**
- Alicia to send email to German American employees for help **done**
- Teachers will advertise and ask for help in newsletters **done**
- Can Mr. Horvath send mass email/message asking for volunteers/market event? **Done**
- Can Marissa send sign up genius out a few days before festival to fill gaps for volunteers? **Done, but lots of vacancies!**

#### Setup:

- Thursday, February 1-Alicia and Holly meeting at school in morning to buy/organize anything that is missing **done**
- Volunteers needed for setup (Amy said teachers will assist from 3 pm Feb 2 until festival)**done**

#### Raffle:

- Need update-Mr. Horvath to set schedule for class photos and Marissa to take photo **Done**
- Holly has frames and mats and distributing them to teachers this week **done**

#### T-shirts for Teachers:

- Holly designing and ordering: \$12/shirt **Done**
- PTO members want one too? Alicia does-XL size **Done**

#### Poster Contest:

- Need update-Carla Cheatham organizing and distributing template to teachers/gather posters/decide winners **Done**
- Alicia/Holly/anyone else can help distribute them around town **done**
- Marissa to choose favorite/winning poster to advertise on Facebook page **Done**

#### Winter Craft Table:

- Holly under control 

#### Face Painting:

- Amy to talk with Abby about parameters **Done**

- Mr. Horvath to speak with Casey's mom about winter theme/simple/quick design (Casey's mother will be here by 5:00 with simple choices)

Glow Party:

- Carla Cheatham heading this project
- Need update-Can Carla purchase black lights, if needed, after testing, and reimburse w/PTO?
- Need update-Marissa to purchase glow necklaces from OTC DONE

Penguin Pond:

- Karrie Weaver-penguins, candy, receptacle under control (Amy has kiddie pool) DONE

Sucker Tree:

- Alicia suckers from GAB DONE
- Holly painting tree to winter scene Done :)

Pop Toss:

- Rings? ✓
- Pop being donated/purchased by PTO
- Decided 2 liters for game (3<sup>rd</sup> grade), 20 oz. for prize (4<sup>th</sup> grade)

Cakewalk:

- we need a CD player and KidzBop/wintry music-MUSIC AND PLAYER NEEDED-IPOD and Speaker-HOLLY
- Jan 30 meeting-numbers on placemats (snowflakes) DONE

To do:

- Tables needed from Mr. Davis-Holly
- Chairs needed from Mr. Davis-Holly
- Trash Cans in cafeteria
- FOOD STAYS IN CAFETERIA SIGN-HOLLY
- Thursday Purchases-2 liters, 20 oz., little debbies, water bottles
- Table cloths-Holly
- Raffle Tickets-\$1.00 per ticket **Amy will get tickets and make sign--name and number** ✓
- **Amy will take care of putting wristbands in envelopes with names**
- **Check with Marissa about glow necklaces and wristbands.**

Karrie Weaver-Penguin Pond and Sucker Tree entire night

Melissa Scott-Bouncy Houses entire night

Holly Magrath-Winter Craft Table entire night

January 30, 6 p.m. meeting:

- Make signs for activities/map. Thanks, Holly, for getting a head start on these!
- Make posters for food prices ✓
- Create simple decorations for halls and rooms? (snowflakes, die cuts, etc.) Amy will do this.

I'm so proud of our team and look forward to this event! Thanks for everyone's hard work! 😊

**Adjournment** The meeting adjourned at 7:43pm.

Respectfully submitted,

Amy Whitaker