

**Auburn Area Catholic School
PTO Meeting Minutes
February 16, 2017**

I. Call to order

Tracy Bourassa called to order the regular meeting of the Auburn Area Catholic School PTO at 6:05 PM on February 16, 2017 at the St. Gabriel's Parish office. Tracy gave the opening prayer.

II. Attendees

The following people were present: Tracy Bourassa, Sarah Moore, Jessica Reder, Laurie Ahearn, Ashley Bock, Renee Suderman, Sara Ervans, Jennea Thompson, and Cathy Wishowski

III. Approval of minutes

Ashley Bock motioned to approve the meeting minutes from December 15, 2016; Motion was seconded by Renee Suderman.

Renee Suderman motioned to approve the meeting minutes from January 16, 2017; Motion was seconded by Ashley Bock.

IV. Treasurer's Report: January 2017

Beginning Check Book Balance = \$8,842.27

Income:

1. Popcorn Sales	\$32.00
2. Box Tops Income	\$215.90
3. Younker's Fundraiser Income	<u>\$56.19</u>
	\$304.09

Expenses:

1. Staff X-mas Scrip Gifts	\$825.00
2. Scrip for Dec. Birthdays	\$20.00
3. Scrip for Jan. Birthdays	<u>\$30.00</u>
	\$875.00

Ending Check Book Balance = \$8,271.36

Treasurer's Report: February 2017

Beginning Check Book Balance = \$8,271.36

Income:

1. Book Fair Receipts Income	<u>\$1,031.55</u>
	\$1,031.55

Expenses:

1. Family Dance Cupcakes (Cindy Delano)	\$200.00
2. Rusch Entertainment Family Dance Balance	\$300.00
3. Scrip 4-\$10 Dance Prizes & \$25 Thank you	\$65.00

4. Scrip for Feb. Birthdays	\$30.00
5. C. Card Dance Expenses	<u>\$170.63</u>
	\$765.63

Ending Check Book Balance = \$8537.28

V. Items Discussed

a) Monthly Scrip Report: December 2016

Beginning Checkbook balance 12/1/16	\$9,363.90
Incoming \$/ Credits	\$19,000.48
Outgoing \$/ Payments	\$11,439.28
Ending balance 12/31/16	\$16,925.10

Monthly Scrip Report: January 2017

Beginning Checkbook balance 1/1/17	\$16,925.10
Incoming \$/ Credits	\$2,856.57
Outgoing \$/ Payments	\$6,749.16
Ending balance 1/31/17	\$13,032.61

2016 Top 10 Retailers: Scrip Sales

Meijer	\$17,225.00
Speedway	\$6,175.00
Kohl's	\$3,480.00
Walmart	\$3,250.00
Applebee's	\$1,850.00
Amazon	\$1,375.00
Red Lobster/Olive Garden	\$1,275.00
Auburn Food Center	\$1,190.00
Marathon	\$1,075.00
Target	\$740.00

These top 10 retailers brought in 75% of our sales. The remaining 50 retailers combined made up the other 25%.

b) Principal Report:

*Virtue for February is Loyalty.

*Catholic Schools Week 3rd-5th retreat with St. Bridgid's and Blessed Sacrament was successful.

*During conferences, March 21st, there will be a swap box to allow families to donate and take home like-new Spiritwear.

*March is Reading Month- Be a Superhero!

Friday March 3rd: Dress as a superhero. Classroom themes will be sent home.

Tuesday March 14th: Rock n' Roll Reading Assembly and Family Night

*AACCS received a safety grant to have a PA system installed to reach individual rooms, as well as the whole school. Video monitoring system not approved at this time.

c) Restaurant Night- Auburn Hotel will be sending a check for between \$500-\$600. Still working on date for O's- tentatively scheduled for May 3rd.

d) Scholastic Book Fair- \$1,697.72 in sales = \$643.48 in Scholastic dollars for school. We are checking to see if we will have a BOGO Scholastic sale in April. Kelli DiPompeo is set to run the book fair next year.

e) Family Dance- Notes for next year:

*DJ offered a discount if he could get help setting up and tearing down equipment.

*If we keep KFC, 2 kids equal one person for ordering.

*Cookie count stays at 240, cupcakes at 150 instead of 200.

*Double amount of lemonade.

*Want to keep in at no cover charge- SO many people helped set up and take down.

*Considering changing time to 6-8:30 instead of 6-9.

f) Box Tops- Box Tops are due February 24th. This is the final collection for this school year. We will continue to collect them to help students earn Box-topoly prizes.

g) Open House- February 23, 2017; Families should enter through main school doors where displays will be set up encouraging new families to join. From there children can go to childcare, and parents will meet for the presentations.

h) Flower sales Fundraiser- We will be doing baskets again. Tracy will call to reserve our spot. Flowers to be organized by family for pick-up.

i) Big Raffle- Annual diocese raffle to be held April 21st; AACCS receives 50% of tickets we sell. Tickets will be sent home Feb. 27th and due back March 17th. All tickets must be accounted for even if they were not sold.

j) Roundtable- Nothing was brought up

VI. Adjournment

Tracy Bourassa adjourned the meeting at 7:05 PM

Our next meeting is March 16, 2017 at 6:00PM

Minutes submitted by Sarah Moore