

# Heron Heights Elementary December PTO Board Meeting - 12/7/2020



**Monday December 7, 2020 at 10:00am via Teams**

**Meeting called to order by:** Lauren Generoso at 10:03am

**Attendees:** Lauren Generoso, Alana Redell, Rita Berger, Jessica Ross, Erin Hart, Michelle Ramer, Jeniffer Freeman, Carmen Ferrando, Anessa Panzer, Michelle Griffiths, Meredith Weiss Schnur, Jennifer Glancy

**Meeting Minute approval: Motion made by Lauren Generoso, 2nd by Rita Berger. Minutes were approved**

**Attendees:**

## **Reports**

*President - Lauren Generoso*

- Moved forward with Put in Cups. Exact measurements needed (will be done today or tomorrow)
  - Will say HHE
  - We install
- November newsletter went out. December will be within the next week
- Box tops for education is underway
  - Will be added to next rooms mom email
- Website blog
  - Rita will do the next one
- Social Media
  - Shutting down the old Facebook Page before the new year
- Website Docs
  - Please make sure all docs are up
- Teacher/Staff Holiday Treat
  - Open to suggestions
  - Jess Ross calling other coffee companies that are mobile
  - Any food truck would work too

- Any day is good other than the 15th
  - Plan for 100 staff members
- Florida Textile Recycling Program
  - They would place a receptacle on the school property
  - Choosing a location could be an issue.
  - Meredith Weiss-Schnur will look into the gate and security and follow up
- Reading is Magic Show
  - Incorporate with read-a-thon
  - 45 minutes for \$400
  - Possibility to charge to cover costs
  - Jen to get the contact for virtual bingo
  - Idea to connect with local restaurant to do a dinner pickup
  - If anything needs to be picked up it needs to be either different pickup times or a limit of number of people to account for traffic (or pickup directly from restaurant)
- Break ideas
  - Compile from local businesses (in person and virtual)
- Rita has the Hawk costume and Matthew will be the Hawk when we need one if available.
  - Rita will find a replacement for the parade
  - Reach out to Brandy for winter theme characters (non religious)

*Treasurer - Alana Redell*

- \$9,845.04 currently
- Budget review
- Alana will add budgets to website docs
- Amazon Smile - \$73.90

*VP Spirit - Rita Berger*

- Book Fair has ended
  - As of now (not final): \$1,816.08 in sales
  - About \$500 in rewards
  - Amounts only updated when orders ship
  - A parking lot event may be an option in the spring depending on covid situation
  - Spring date has not been chosen yet
- Bundle pickups Wednesday from 4-6pm
  - Bundles can also go home with in person students
- Advertise bundles to sell again (we have 75 left)
- Winners from Halloween contest are all size M. They can pickup on Wednesday
- Leftover Apparel - Do a spring cleaning sidewalk sale

- 5th Grade Committee
  - Working with volunteers to get a committee together after break

*VP Room Parent - Jessica Ross*

- Email went out this morning to Room Parents about teacher holiday gifts, the website, banners & bricks, and info about the auction meeting on Friday
- Meeting tonight to discuss Meet the Masters

*VP Fundraising - Erin Hart (report given by Lauren)*

- Florida Indian River Groves Fundraiser
  - Only 14 boxes were ordered
  - Guaranteed delivery before Christmas Eve
  - Profit: \$142.05

*VP Technology - Michelle Ramer*

- Read-a-thon
  - Dashboard is set up. Need to review so it can be up and running after holidays.
- Tech Update
  - Happy to help with flyers when needed but give all the info up front
- Yearbook
  - Playing telephone tag with the company

*Corresponding Secretary (Sponsorship) - Jeniffer Freeman*

- 1 New banner came in
- 2 internal loop banners missing
- Expiring banners are being given an extra month because no one was in the building and were down because of weather
- Working on color option for banners
- Spring Auction
  - Some emails have gone out
  - Up to 40ish donations
  - New software to review

*Corresponding Secretary - Carmen Ferrando*

- Family Banners and Bricks are still available

*Recording Secretary - Anessa Panzer*

- 121 Paid members
- Membership Drive
  - Reward would need to be drive by or virtual
  - New Years resolution

*Administration*

- Virtual Info Session Jan 13 for incoming students - need someone from the Board
- School choice window is open
- Papa Johns fundraiser made around \$400
  - Helped to order lunch boxes for the teachers
- Spirit Week
  - A couple of edits need to be made then good to go
- Winter Wonderland Parade
  - Looking for white string lights
  - Looking for volunteers on Monday to help string
  - Mr. Richardson is going to DJ
  - BSO will be on the street
- Working on another round of materials pickup
- Would like to raise money for technology updates or doing something with the field
- PE will be going live and able to bring back Art and Music Live
- As of now no Holiday Shop
- Picture day will be after holidays (probably sometime in February)
- SAC meeting is on Monday at 2:30pm

**Next meeting:** January 11, 2021 at 10:00am via Teams

**Meeting Conclusion:** Meeting concluded by Lauren Generoso at 11:32am

**Minutes compiled by:** Anessa Panzer, Recording Secretary