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**Meeting Minutes**

**Wednesday, July 8, 2020**

**I. Call to Order**

The meeting was called to order at 11:00am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the June 2, 2020 Meeting Minutes. Tina Melder motioned for the minutes to be approved and it was seconded by Kimberly Booker. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed us and shared her appreciation for everyone’s contributions. She introduced Ms. Cassevah and thanked her for being our school sponsor. Cassandra reminded us that we must have approval from our sponsor, Cassevah to conduct PTSO sponsored events, fundraising and communications. Ms. Cassevah works directly with the school administration to make approval decisions.

Treasurer's Report

Jennifer Smith went over changes made to the budget. Projected Income for 2020-2021 is $15,009. Projected income includes Fundraising and Membership income. Expenses are budgeted at $13,025, and include Staff Appreciation, Operation Fees and Supplies, School Spirit, Scholarships and Grants. This will leave $1,984 at the end of the year for the 2021-2022 board to operate. The official vote on the budget will take place at the General Meeting in August/September.

**IV. New & Ongoing Business**

Spirit Shirt Design

Cassandra Hazelwood discussed thoughts on t-shirt design. Discussion led towards cuter designs. Ms. Cassevah forwarded us her t-shirt connection. We will make a decision at our next meeting on our spirit items and shirt design.

PTSO Committee Staffing

President Cassandra Hazelwood stated that Kimberly Booker will be Vice President over Volunteerism. Kimberly Booker discussed the open positions still available: Fundraising, Communication, Membership, Arts/Enrichment and Spirit. Secretary Roberta Panepinto drafted basic job descriptions for each PTSO role. All board members provided their feedback to Kimberly Booker for the final PTSO Role Descriptions.

Website

Natalie Lambert, Marketing & Graphic Design, has been working on our website. The website will have our membership, t-shirt, and additional forms available, and will be set up for digital payment and form submission.

OSO Registration Form

Cassandra Hazelwood discussed the status of our 501c (3). We are currently waiting for the documentation of approval.

Fundraisers

Vice President Tina Melder discussed PTSO Fundraisers: Membership Forms, Amazon Smile, Box Tops, Hoco/Bonfire/Freshman Day/Festival Concessions, NADA, T-Shirt and Business Spirit Night. Ms. Cassevah stated we could have a booth at the events to sell spirit, membership, NADA and drive awareness of our organization. NADA is an Opt out fundraiser. Parents submit the NADA form and will not receive any other PTSO fundraising information throughout the year. Ms. Cassevah also stated that all Kona Sno Cone profit could go towards our PTO Budget.

Membership

Family Membership will be $20 and Individual Membership will be $10. Membership for Faculty is $5 and Businesses is $100. Business Membership now includes a free Family Membership. Membership is for one year and tax deductible.

Welcome Back Breakfast

Lora Steele discussed the Welcome Back Breakfast August 3rd. Food needs to be ready by 8am. The staff begins their meetings at 8:30am. We will be doing boxed meals/individually wrapped items due to food/health safety during Covid-19. Location is still to be determined. Ms. Cassevah will let us know the location. We will have a Membership drive for the staff at this event.

Communication

Tina Melder is working on collecting all clubs and their bios for our website. The goal is to inform families and students all clubs and opportunities at Pace High School.

**V. Upcoming Events**

Cassandra Hazelwood mentioned the following upcoming events:

July 29 – Freshman Day – Xmas in July Theme

August 3 – Welcome Back Breakfast at 8am

August 7 – Open House and Membership Drive

August 10 – First Day of School

Late August/September – General PTSO Meeting/Volunteer Meeting/2020-2021 Budget Vote

Sept/Oct – Homecoming – Haunted Mansion theme

December – 12 Days of Christmas, Staff Appreciation Event

**VI. Adjourn**

The meeting was adjourned at 11:51 am. The following members were in attendance: Cassandra Hazelwood, Kimberly Booker, Tina Melder, Jennifer Smith, Lora Steele, Claudia Cassevah and Roberta Panepinto. The next meeting will be July 15, 2020 at 6pm.