North Windy Ridge
“Lunch and Launch” PTO Meeting
August, 22, 2018

In attendance:  Dawn Chitwood, Cendi Walker, Brandi Herron. Kate Aquilino, Justin Davis, Meredith Switzer, Brent Wise, Tim Reeves, Kendall Fay, Cindy Jones, Jnnifer Ward, GeGe Sinclair, Stephanie Guilfoyle

Lunch started at 11:30am

Meeting began at 11:55am

I. Welcome...by Meredith Switzer

II. Team Icebreaker...Name your favorite teacher and why

III. The Importance of our PTO

   a. Fundraising and the Financial Impact
   • Designated Non Profit Charitable arm
   • Donations can come through the PTO
   • Comprised of parents, staff, community members, etc.
   • Also an advocacy group and volunteer support
   • Fundraising support to help the school

   b. Volunteer Support—Jennifer Banks
   • Info in the school packet
   • Various ways to be involved/support, both in and out of the school

   c. Advocacy & Relationship-Building
   • Partnerships with businesses, banks, churches, grocery stores, etc.
   • We are ambassadors for the school. Always a way for us to share information with others in the community
   • R. Brillisour will update the PTO Officers on the school webpage
   • NWR PTO Facebook page will be run by Kate Aquilino
• Monthly newsletters will continue to go home. PTO will check with the office for additional information that needs to be added.

IV. PTO Leadership Composition

a. Review of Officers, Staff Support, Committee Roles and Responsibilities
   • Officers listed on the back of the agenda and will be posted on the NWR school website
   • Still a few vacancies

b. Committee Partnerships
   • HOSPITALITY—Justin Davis and Jennifer Ward
     ✓ Back to school breakfast for teachers on Friday provided by Black Sheep Burrito
   • VOLUNTEERS—Jennifer Banks
     ✓ Send upcoming events and dates to Jennifer ASAP
     ✓ Volunteer interest form to go home on Sept 4th
   • SPIRIT WEAR—Kate Aquilino and Dawn Chitwood
     ✓ May send out order forms mid-October after the Ninja Run.
   • COMMUNITY EVENTS—NEED TO FILL THIS POSITION
     ✓ Barnes and Noble night

V. Committee “Housekeeping”

a. PTO Offices and Mailboxes
   • Went over locations of PTO mailboxes, supply closet, copier, etc.

b. Photocopying Materials and Procedures
   • Use the copier in the office in the room to the left
c. Reimbursement Procedures
   - Larger Items or big events—
     ✓ speak with Kate Aquilino or Meredith Switzer before purchase and they can link you with a PTO Officer that has a PTO debit card.
     ✓ Fill out the debit sheet located in the PTO Treasurer Box
     ✓ Be sure to include who the check needs to be made out to and include receipt
   - Smaller items—
     ✓ Fill out the Expense Reimbursement form in the PTO Treasurer box
     ✓ Be sure who the check needs to be made out to and include receipt
   - For ALL Purchases, it is best to make the check out to the actual company the purchase is from versus buying something and then being reimbursed for it.
     ✓ If you know you need something, please let Kate know and she can place the order directly for you.

d. Money Collection, Counting, and Depositing
   - Cash Box
     ✓ Requests for an event will require you to fill out the Cash Box Request Form a few days in advance and Kate will go to the bank for you
   - Deposits
     ✓ Need 2 counters for deposits, preferably both PTO members.
     ✓ One is required to be a PTO member.
     ✓ Fill out the deposit form and place it in the bank bag with deposit
     ✓ They are duplicates
     ✓ Checks have to be written out
     ✓ Put Check # so you know who it belongs to
   - Check with Kate if you have any questions
VI. NWR Ninja Run 2018 (Signature Fundraising Event of the Year)

a. Overview of Event—Kendall Fay
   • Similar to Boosterthon
   • Similar online platform as before with some promotional videos made by students at school on Mr. Thompson’s media team
   • Instead of running laps around the track, they will go through several obstacles, including the Nature Trail, Tire run, Tire pull, army crawl, etc.
   • Students will have the option to opt out of obstacles
   • Matt Jamerson to DJ
   • Students will receive Ninja Blackhawk t-shirts
   • Prizes will be more student centered...homework passes, gift cards, hats, etc.
   • Opportunity for students to win fun BIG prizes if they reach a certain goals
   • Scaled back the budget since this is the first year we are doing a lot of it ourselves.
     ✓ If we hit our goal, the first $500 after that will go to student wishes that they vote on.
     ✓ A small project so that they can see cause/effect

b. Pep Rally on Tuesday, October 2nd and NWR Ninja Run on Friday, October 12th.

c. Sponsorship Opportunities
   • Big Push for sponsorships...t-shirts, prizes, obstacles, etc.
   • Student shirts need to be ordered by Sept 4th
     ✓ Sponsorships need to be in by then to get their logo on the t-shirts

d. Volunteer Recruitment and Community Support
   • Need volunteers to pass out prizes, count money, work the race, etc.
   • Pledge Pro platform will go out to previous donors
VII. Future Meeting Dates and Times—September General Meeting
Proposed for Wed., Sept 5th

a. Typically, meetings have been on the first Wednesday of every month at 8:00am

b. Next meeting will be Sept. 5th at 8:00am in the Media Center

VIII. Other Business

a. Social Media
   - Be sure to like the following Facebook pages to stay in the loop.
     ✔ North Windy Ridge
     ✔ North Windy Ridge PTO
     ✔ Buncombe County Schools
   - Sharing, Commenting, and Liking the content on these pages helps spread the word to others in the school and the community.

Meeting adjourned at 1:32