

**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 4<sup>th</sup>
- 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 2<sup>nd</sup> and NWR Ninja Run on Friday, October 12<sup>th</sup>.**

### **c. Sponsorship Opportunities**

- Big Push for sponsorships...t-shirts, prizes, obstacles, etc.
- Student shirts need to be ordered by Sept 4<sup>th</sup>
  - ✓ 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 5<sup>th</sup>**

- a. Typically, meeting have been on the first Wednesday of every month at 8:00am**
- b. Next meeting will be Sept. 5<sup>th</sup> 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**