



# Marie C. Graham

## PTO Meeting Minutes

February 12<sup>th</sup>, 2024



## Welcome & Introduction

### Review Old Business

**All of these events were reviewed through the treasurer's report**

- |                                 |  |                      |
|---------------------------------|--|----------------------|
| ● Popcorn Days (recap)          |  | Laura Anderson       |
| ● Santa Event (Vendors/ Raffle) |  | Amber Coppens/Laura  |
| ● December Schoolwide Treat     |  | Brandy Suarez        |
| ● December Ornaments            |  | Amber Coppens/Brandy |

### Treasurer's Report

- |                                                        |  |                |
|--------------------------------------------------------|--|----------------|
| ● Review current standings and review & Approve Report |  | Laura Anderson |
|--------------------------------------------------------|--|----------------|

- See below

### Scholastic Book Fair

March 13th 1pm-4pm; 5pm-8pm  
March 14th 1pm-4pm

- |                                                      |  |                              |
|------------------------------------------------------|--|------------------------------|
| ● Will need volunteers for Set up & Tear Down (3/14) |  | Brandy Suarez<br>Mrs. Horgan |
|------------------------------------------------------|--|------------------------------|

**Set up will take place on Monday 3/11 at 6 PM; Teardown will happen 3/14 immediately following close of conferences - reach out to [GrahamPTO@gmail.com](mailto:GrahamPTO@gmail.com) to help**

### Family Craft Night

(Budget \$300)

- |                                                                                                                |  |               |
|----------------------------------------------------------------------------------------------------------------|--|---------------|
| ● Will need volunteers to choose date, organize, order supplies, and run the event, if we are going to hold it |  | Brandy Suarez |
|----------------------------------------------------------------------------------------------------------------|--|---------------|

**We have advertised needing organizers for the event, but have not had one identified at this time, so the event will not take place.**

### Spring Fundraiser?

- |                                                                     |  |               |
|---------------------------------------------------------------------|--|---------------|
| ● Do you want to organize a school Fundraiser or fundraising event? |  | Brandy Suarez |
|---------------------------------------------------------------------|--|---------------|

- reach out to [GrahamPTO@gmail.com](mailto:GrahamPTO@gmail.com) to help

### St.Patrick's Day Treat

- |                                               |  |                                                                                          |
|-----------------------------------------------|--|------------------------------------------------------------------------------------------|
| ● March 15th                                  |  | Brandy Suarez                                                                            |
| ● Donuts from Golden Donuts (\$1 per student) |  | <b>We would like to get more donations/sponsors for this treat so that we can host a</b> |

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Money will come from partial donations and the remaining treat budget. **If you would like to donate please reach out to [GrahamPTO@gmail.com](mailto:GrahamPTO@gmail.com) to help**

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**future end of the year playground treat event for all families.**

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## Field Day

(Budget \$550)

Field Day Date Friday May 24th

9am-12pm

- **Need someone to find a vendor for the bounce houses. We need 2 obstacle courses**
  - We need a DJ
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Brandy Suarez

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## Voting for a NEW PTO Board

- Nominations shall begin at the March PTO meeting and continue until one (1) week prior to the April PTO meeting. for the **Executive Board Officers; President, Vice President, Treasurer, and Secretary.**
- An announcement for the election of the Board Officers must be advertised via Facebook page and at the March PTO meeting.
- Nomination ballots and the collection drop box will be made available in the main office at Marie C. Graham Elementary. And online Nominations will be taken via Google Form
- In order to run or be nominated for a Board Office position, the candidate must be an eligible voter. (Must have attended one PTO Meeting, helped at one PTO Event; and one other choice from the previous two mentioned.)
- The Principal shall contact all persons nominated to confirm their willingness to serve on the Executive Board of the PTO.

Brandy Suarez  
Mrs. Horgan  
Laura Anderson

<i>2023-2024 School Year</i>	<b>Marie C. Graham Elementary</b>		
	<b>Monthly Treasurer Report</b>		
	<b>Feb-24</b>		
<b>BEGINNING BALANCE</b>			<b>\$27,194.59</b>
<b>INCOME (deposits)</b>			
11/21/2023	Worlds Finest Chocolate	\$300.00	
11/30/2023	Worlds Finest Chocolate	\$60.00	
12/4/2023	Worlds Finest Chocolate	\$60.00	
12/14/2023	December Popcorn	\$597.00	
12/14/2023	Santa Event	\$326.50	
1/26/2024	Worlds Finest Chocolate - Refund for Overpayment	\$20.00	
2/9/2024	Santa Event - Door and ticket Sales	\$323.00	
2/9/2024	November Popcorn	\$3.75	
2/9/2024	January Popcorn	\$5.25	
2/9/2024	February Popcorn	\$367.00	
	<b>TOTAL INCOME</b>	<b>\$2,062.50</b>	
<b>Expenses (Withdrawals)</b>			
11/13/2023	World's Finest Chocoate - Chocolate Only	\$12,054.00	
11/13/2023	Worlds Finest Chocolate Prizes	<del>\$760.80</del>	
11/19/2023	Dollar Tree - Bags for W.F.C. Prizes	<del>\$8.75</del>	
11/21/2023	Happys Pizza - W.F.C. Pizza Party	<del>\$108.00</del>	
11/21/2023	Costco - Juice for W.F.C. Pizza Party	<del>\$19.78</del>	
11/21/2023	Oriental Trading Company - School Wide Ornaments	<del>\$574.93</del>	
11/28/2023	Gordon Food Service - Popcorn and bags for Popcorn	\$124.45	
12/11/2023	Walmart - Supplies for Santa Event	\$138.92	
12/12/2023	Amazon - Gifts for Santa Event	\$81.95	
12/15/2023	Allen Huber - Santa for Santa Event	\$200.00	
12/27/2024	5th Grade T-Shirts	\$336.50	
	<b>TOTAL PAYOUT</b>	<b>\$14,348.08</b>	
<b>ENDING BALANCE</b>			<b>\$14,909.01</b>
<b>Recent Events</b>			
	<b>Worlds Finest Chocolate Fundraiser</b>		
	Total Income	\$22,748.35	
	Chocolate Expenses	\$12,054.00	
	Prize Expenses	\$897.33	
	Profit	<b>\$9,797.02</b>	
	<b>Santa Event</b>		
	Total Income	\$649.50	
	Expenses	\$420.87	
	Profit	<b>\$228.63</b>	
<b>Approved Expenses</b>			
	Book Vending Machine	\$3,000.00	
	5th Grade Celebration (\$336.50 spent on T-shirts)	\$163.50	
	Family Game Night	\$1,500.00	
	Family Craft Night	\$300.00	
	Seasonal School Wide Treats (Winter & Valentines)	\$411.31	
	Field Day	\$550.00	
	Teacher Appreciation Week	\$1,500.00	
	Field Trip Transportation	\$2,100.00	
	Pulsera	\$700.00	
	Next Years Planners	\$1,022.93	
	<b>Total</b>	<b>\$11,247.74</b>	