

Meeting minutes – January 21, 2020 SPTO meeting

Meeting commenced @ 5:11 p.m.

Attendance

- Claudia
- Meredith
- Kevin
- Marzia
- Stacy

Item 1: Review December 17, 2019 meeting minutes for approval

- Approved

Item 2: Update from Thao on SPTO funds

- Thao not present for update
- Money for teachers that came in after fundraiser was over = \$201
 - o Thao wrote tax donation receipts for 2020
 - o Money is earmarked to go towards 2020 holiday fund
- Any money from Austin Grill yet?
 - o Unknown

Item 3: Ongoing activities

- January's fundraiser? (Nando's?)
 - o Cassie is not present for update
- February's fundraiser? (Sweet Frog?)
 - o Cassie is not present for update
- Usborne Cards for a Cause
 - o Will run from January 27, 2020 through February 10, 2020
 - o 5 themed boxes people can choose from (all occasion (2); thanks and blanks; kids birthday; holiday collection)
 - o Boxes cost \$30 each
 - o 50% of proceeds will go to the SPTO
- Community Project: Cards For Hospitalized Kids (Melissa)
 - o Melissa hopes to get this rolling on Wednesday, January 22, 2020
 - o She has prepared a letter to the teachers that explains the project
 - Melissa is providing the teachers with instructions, construction paper, heart stickers, and markers
 - o Completion date is January 31, 2020

- Teachers are aware and are on-board; no action on our part

Item 4: January and February's newsletter

- Restaurant fundraiser outings unknown
- Marzia to printout January newsletters tomorrow for distribution at The Springs. It will include the following:
 - Thank you for the donations toward the teacher's gifts and amount given to each teacher
 - Cards for a Cause community project
 - Look for this in the future (sign-up procedures for SPTO newsletter)
- Note: Laura is not hearing from us re: approval – can one person approve?
 - Somewhat difficult to appoint one approval authority because that specific individual may not know whether the material is correct
 - Can each person approve his/her own material as it relates to his/her position/activity? *I.e.*, Cassie would approve the restaurant outings
 - Easier to establish everything during the meeting (as we've been doing) but we need to have finality before ending the meeting – and if the individuals in attendance do not know the answer, then it is not included in the newsletter

Item 5: Communicating with the community

- Put all meetings on a shared calendar (Laura? Meredith to send email to Laura re: as Communications Secretary, are you willing to do this?)
 - Claudia sent us the SPTO email address and password in the past – she will resend for our convenience
- Mail chimp – 2000 email addresses are free (this should be enough for The Springs' parents)
 - Amount of emails we can send are endless; but limited to only 2000 email addresses
- Marzia created template
- Use of Mr. Dan's Wednesday Briefing: we can use each Wednesday briefing to notify the parents of how to sign up to receive the SPTO newsletter each month (we envision a link that can be clicked which would take the individual straight to sign-up)

Item 6: Miscellaneous

- Archiving old SPTO newsletters (where can we do this – mail chimp? SPTO website?)

- Meredith to send out list of all remaining meetings to the group

Item 7: Next meeting's agenda

- Bylaws need to be addressed soon (Board Elections in April 2020)
- Feb meeting: Spring cleaning/consignment sale for toys and clothes
- Newsletter
- Communicating with the community update

Meeting ended @ 5:51 p.m.