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**Meeting Minutes**

Tuesday, February 8, 2022

*(Pending approval March 8, 2022)*

**Meeting called to order @6:32 PM**

**In attendance:** Amy Hottman, Annie White, Coartney Siuts,Heidi Kleiss, Lanee Reichert, Mari Anne Brocker Curry, Montana Willamon, Mary Powers, Sarah Eisenmenger, Stephanie Grussing, Tessa Prosser, Jason Eversole & Jess Robbins

**Officer Reports**

* **President - Tessa Prosser - New fall fundraiser -** Jason presented what our new fall fundraiser will look like. He is now with the company POP! (Power of Purpose) and the fundraiser is a donation-based fundraiser. Jason has been with us for the last 12 years, so we are looking forward to this new program. It will alleviate the issues that come with product fundraising, and students will get a “Day of Awesomeness” that could potentially be Fun Day.
* **President Elect - Annie White - Monical’s update -** The Monicals’ fundraiser is set for Feb 24. The fliers have already come in, so they will be sent to school where we can make additional copies as needed, and will be sent home on Wed. Feb 23. It will also be posted in the West Weekly for families to access. Since we will have Glo Bingo in March, the next restaurant fundraiser will most likely be in April. Biaggi’s seems like it might be a good choice. Annie will provide additional information at the next PTO meeting.
* **Secretary - Jess Robbins - approval of January Minutes; T-shirt update -** The Design Contest will begin the week of Feb 14. Ms Hanners will pass out the information during her art classes. Designs are due by March 4. Teachers are helping get shirt sizes for all of the students. Grade levels opted for their own colors this year. SPonsorships total $2600; some sponsors still need to turn in their donations. Amy Hottman offered to follow up with Busey. The goal is to submit the order right before spring break. Stephanie Grussing motioned to approve the January minutes and Amy Hottman seconded.
* **Treasurer - Coartney Siuts - approval of January treasurer report -** Tessa reported for Coartney. Annie White motioned to approve and Amy Hottman seconded.

**New Business**

* **Anyone interested in the president-elect position for the 22-23 year?** - Tessa reminded the committee that we will need a new president-elect next year when Annie becomes president. She and Annie are available if anyone has any questions.
* **Committee Chair Reports**
  + **Feb Book Fair - Hanah Britt -** On track for the fair to run Feb 21-26. Teachers will be emailed reminders. Book fair previews will be during library time on Tue & Wed. Sindy Henry will help out with wish lists, and will also run the register during school on Wed. There are a few volunteer slots that still need filled on Thursday 5-7, and on Saturday. Amy Hottman volunteered to work 11-1 so that the fair could be open after school since it’s early dismissal. Mari Anne will post the fun stuff going on with the book fair on social media and will include it in the West Weekly.
  + **Glo-Bingo - Stephanie Grussing & Amy Hottman -** It’s on March 26, about 6 weeks away. 19/20 tables have been sold, and 71/90 general admission tickets have been sold, so the profit of ticket sales, $7,830, has already covered preparation costs. Grade level information of raffle baskets has already been sent out to teachers to be sent home, and links should be posted on social media. Their committee meeting is next week; they’re in the final stretch of preparation. The need for insurance was discussed and Amy Hottman is following up with our insurance agent for what we need. It is unclear if we need a permit for liquor in Philo since we had to have one for Trivia Night in Tolono. Stephanie Grussing is following up with that.
  + **Silent Auction - Mary Powers -** We have a good start with donations, including a guitar and 10 tickets for glass blowing. There will be a disclosure that local pickup for raffle items is required to avoid any shipping issues for winners from out of town. Public bidding will open online until a certain time on the day of. Then it will open again in person on location. Guests can bid on items even if they are not attending Glo Bingo. A separate entrance will help with traffic flow.
* **Any Other New or Old Business**
  + Teacher Appreciation - Sarah Eisenmenger reported that we will do something soon to lift teachers’ spirits during such a stressful time. Also, Janah Suddith is working on dinner orders for conferences from Old Time Meat & Deli.

**Admin Reports - Reichert-** Changes are a little chaotic, but administrators are available to answer questions to the best of their ability. 4th & 5th graders were asked to complete the 5 Essentials survey this week. Teachers will also complete it and we are hoping families will complete it as well. Conferences are coming up. Mrs. Reichert will be out beginning the 14th for medical leave. She is hoping to be back by spring break. Mr. Fisher is in charge in the interim. Annie asked about changing guidelines, and Mrs. Reichert reported that all other mitigation efforts will remain while masks are optional. Contact tracing is still unclear, but the CDC guidelines are still in place for returning after contracting COVID, masking for 5 days after return. The district will send out more information as it becomes available. Questions are encouraged so the administration knows what to communicate with families.

**Motion to adjourn @7:32 made by Jess Robbins and seconded by Mari Anne Brocker Curry.**

**Next Meeting:** March 8, 2022 @ 6:30PM