

NBHS PTSO

MEETING

7/17/22

17 July 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Colin Van Etten, Kate Aquilino, Jenny Robinson, Brandi Herron, Tammy Molis, Natalie Knauer, Meredith Switzer

AGENDA

Principal's Report

1. New principal, Kevin Yontz, introduced himself & gave a brief background of his experience
2. Would like to bring back the Homecoming Dance after the football game
3. Planning to have different themes for each home football game to encourage attendance
4. Last home football game is October 28th
5. Open House this fall will be a tailgating theme with booths & a cookout on September 15 starting at 5; PTSO is encouraged to have a booth
6. Willing to help facilitate fundraising options to support PTSO including a 5K run around campus sometime in October or November
7. Student enrollment for the 2022/23 school year is around 940
8. Staffing for the 2022/23 school year:
 - a. 40 full time licensed teachers

b. 130 total staff

New Business

- Treasurer: June report distributed by Jenny
 - Motion to approve made by Kate
 - 2nd by Tammy
 - Unanimous vote
- Secretary: Reports for 2/24/22 & 6/2/22 distributed by Kate
 - 2/24/22 minutes: motion to approve made by Colin & 2nd by Jenny; unanimous
 - 6/2/22 minutes: motion to approve made by Colin & 2nd by Natalie; unanimous
 - Notes for April & May given to Kate by Brandi to type up since Kate was absent @ those meetings; Will vote on those minutes at a later meeting
- Hospitality: Brandi is making a list of what she would like to do & will let the board know more details at the next meeting
- Communications: Tammy is going to post PTSO meeting reminders on Facebook to encourage parent attendance/participation
- 2022/23 PTSO Fundraising Chair: Natalie Knauer
 - Nomination
 - Motion made by Kate & 2nd by Colin; unanimous
 - Motion to Approve
 - Motion made by Colin & 2nd by Jenny; unanimous
- Motion to Approve 2022/23 PTSO Officers & Committee Chairs:
 - President: Colin Van Etten
 - Motion for President made by Brandi & 2nd by Jenny; unanimous
 - VP: Dawn Chitwood Rivers
 - Secretary: Kate Aquilino
 - Treasurer: Jenny Robinson
 - Communications: Tammy Molis
 - Hospitality: Brandi Herron

- Motion for all officers except President made by Colin & 2nd by Natalie; unanimous
- Meredith Switzer & Natalie Knauer are interested in serving on the board but are undecided on positions

NOTES

- Monthly PTSO meeting day for upcoming school year will be the 2nd Thursday of the month @ 8:15 am on school campus

ACTION ITEMS

1. August Meeting:
 - a. Decide on Teacher Grant deadlines for 2022/23
 - b. Plan PTSO booth for Tailgate Open House on 9/15
 - c. Discuss hospitality plan to welcome staff back for the new school year

NEXT MEETING

August 11 @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO

MEETING

11 August 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Colin Van Etten, Kate Aquilino, Jenny Robinson, Brandi Herron, Tammy Molis, Natalie Knauer, Jaime Stowe, Kevin Yontz, Justin Davis, Dawn Chitwood Rivers

AGENDA

Principal's Report

1. Picnic tables on patio outside cafeteria:
 - a. Kevin is trying to get someone to buy the old ones, which are currently bolted down to concrete.
 - b. New metal ones are \$1,000 each; NWR got wooden ones for \$150 each.
 - c. Jaime got unfinished picnic tables for the courtyard from Lowes delivered for free & \$100 each; Kevin to talk to Lowes after meeting.
 - d. Motion made by Dawn to use walkway cover funds for wooden picnic tables; 2nd by Jenny; unanimous
 - e. Kevin said that he has people that can stain/varnish tables once purchased so they can be used outside.

2. Golf cart batteries are dead in staff golf cart. Kevin will be getting a quote to present at next meeting to request PTSO funds to help cover cost of replacing batteries.
3. Freshman/new student orientation is August 26th from 11-1. Jenny & Tammy to set up PTSO table with Giving Tree & links for AmazonSmile, Ingles, Publix, & Harris Teeter.
4. Thrill Share is used to send out weekly message. Kevin is trying to link the weekly messages to post on Facebook.
5. Open House this fall will be a tailgating theme with booths & a cookout on September 15 starting at 5:30; PTSO will set up a booth.
6. 1st staff meeting is August 23rd. Jaime will get teacher needs to use for Freshman Orientation & Open House Giving Tree @ PTSO table/booth & distribute Teacher Grant Request Forms.
7. September 23rd is Homecoming/Senior Night.
8. Homecoming Dance:
 - a. Student Council is planning & selling tickets; Kevin is meeting with Will Maney, new leader for student council, to finalize specifics.
 - b. DJ, Mason Morris, is \$400; PTSO may be asked to help front the cost initially. Kevin is currently reviewing playlist.
 - c. PTSO can do concessions: pizza (from Papa John's), candy, sodas; Brandi will talk to her contact @ Papa John's about discount/donation. Jaime said that Tracy Kuykendall is the contact for the Pepsi vendor donation.

New Business

- Treasurer: July report distributed by Jenny
 - Motion to approve made by Colin
 - 2nd by Natalie
 - Unanimous vote
- Secretary: Minutes for 7/17/22 distributed by Kate

- Motion to approve made by Jenny
 - 2nd by Natalie
 - Unanimous vote
- Hospitality:
 - Brandi to talk to Lauren about the Back to School Breakfast for staff. May need volunteers, although it will be a self-serve breakfast. She will let us know what is needed from PTSO.
 - Kevin suggested using local vendors for treats/goodies throughout the year.
- Communications: Tammy posted all meetings on Facebook for the year. She is also going to post weekly messages from the school.
- Fundraising:
 - Band interested in coordinating run on campus to help raise money.
 - Planning meeting will be scheduled to coordinate between band, cross country, & PTSO.
 - Natalie said that we may coordinate with NBMS to make a race series eventually.
 - Need corporate sponsors.
 - 5K: ticket price suggestion of \$20-25.
 - Jess Larkin will be consulting to set up trail, logistics, etc.
 - Dawn has lists of potential sponsors from band/NBMS/NWR.
 - Justin is willing to help call sponsors.
 - Immediate need to proceed this year is a budget & duty & profit allocation split, etc.
 - May start with planning year this year so we don't tap out community resources/enthusiasm; planning may take longer than 2 months.
 - Natalie is going to ask Meredith about helping with sponsors & GeGe Sinclair about planning, budgeting needs, etc.
 - Different target sponsorship for run than band fundraiser; need to target health & wellness/medical sponsors.
 - Natalie to let us know when she hears back about meeting availability from band & cross country.
- Need to do Goodwill trailer in January to capitalize on after Christmas donations.

- Need to schedule food nights; Kevin will include in weekly message.
- Jaime requested a second semester Giving Tree at the Spring Open House since teacher needs change based on classes they are teaching for that semester. She will collect teacher need requests on the staff meeting before Spring Open House.
- Brandi is going to create a SignUp Genius link for teacher need requests that will be sent out by the school to help collect from people that don't attend Open House or Freshman Orientation.
- Teacher Grant Deadlines
 - Fall: October 7th (Grant decisions will be awarded @ October meeting)
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)
 - Jenny will update the form with these dates & distribute to Jaime for August staff meeting.

NOTES

- Colin & Natalie had to leave @ 8:45 due to other commitments.

ACTION ITEMS

1. September Meeting:

- a. Finalize concession plans for Homecoming Dance
- b. Finalize booth plans for Open House
- c. Discuss hospitality needs for Fall semester
- d. Discuss fundraising progression
 - i. 5K: this year or next; report on meeting with band/cross country
 - ii. Goodwill trailer dates
 - iii. Local food nights (Papa John's, Zaxby's, Texas Roadhouse, etc.)

NEXT MEETING

September 8th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO

MEETING

8 September 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Colin Van Etten, Kate Aquilino, Brandi Herron, Tammy Molis, Natalie Knauer, Jaime Stowe, Kevin Yontz, Dawn Chitwood Rivers, Jessica Graham

AGENDA

Principal's Report

1. Picnic tables for outside cafeteria area were purchased from Lowe's with reimbursement from PTSO: \$1,000 for 10 tables. Old tables must have bolts cut before removal is possible. New tables to be stained & varnished before installing.
2. The school is looking for a new Spanish teacher to fill vacant position. They have a temporary substitute. The position requires a BS degree & fluent Spanish reading & writing.
3. Homecoming Dance:
 - a. DJ confirmed & deposit given.
 - b. Dance will be in the cafeteria after the football game & will end @ 11:30.
 - c. Tickets must be purchased in advance. NO ticket sales @ the dance.
 - d. The staff will chaperone dance.

- e. PTSO will provide concessions for students to purchase during the dance.
- 4. Open House is September 15 starting at 5:30. PTSO will set up a booth. Dawn has an easy-up that she will bring. Colin & Dawn volunteered to staff event.
- 5. Jenny Zimmerman won Buncombe County Teacher of the Year. Congratulations to Jenny!

New Business

- Treasurer: July report distributed by Jenny
 - Motion to approve made by Kate
 - 2nd by Natalie
 - Unanimous vote
- Secretary: Minutes distributed by Kate
 - Motion to approve made by Colin
 - 2nd by Dawn
 - Unanimous vote
- Hospitality: Brandi
 - Brookstone Church provided the Back to School lunch for school staff.
 - Concessions for Homecoming Dance
 - Brandi will purchase concession items:
 - Candy
 - Water
 - Soda
 - Pizzas from Papa John's
 - She needs 1-2 other people to help work concessions during the dance. Tammy & Jenny volunteered with Kate as backup/runner if additional help/items needed during event.
 - Jenny will bring cash box.
- Communications: Tammy
 - Facebook posts prior to & after Freshman Orientation.
 - Continuing to post the weekly message from Principal Yontz on Facebook.
 - Starting to see increased activity on PTSO Facebook page.

- Fundraising: Natalie
 - Band excited to co-host the fundraising 5K on campus. The run date is set for November 19th @ 10am.
 - Proposed price is \$20 per runner with online registration like NBMS Chilly Challenge.
 - Goals for this year's run:
 - Primary focus is promoting event this year since it is the first race & is last minute.
 - Corporate sponsorship goal is \$5,000. Top 2 tiers of sponsors will have name only on t-shirts. No logos this year due to time constraints.
 - Finalize name. Proposed names include Hawk Hustle, Blackhawk Bolt.
 - Need corporate sponsors. Justin Davis & Meredith Switzer are willing to help reach out to businesses about sponsoring the run.
 - Proposed breakdown of duties & profit sharing:
 - Band: Lead on this year's run since they have most need/manpower
 - Responsible for creating run logo & t-shirt design, as well as helping to staff event
 - Will receive 55% of profits
 - PTSO: Supporting role
 - Responsible for securing corporate sponsorships, providing after-race snacks & run prizes, as well as helping to staff event
 - Will receive 35% of profits
 - Cross Country: Contributor
 - Responsible for mapping out & setting up 5K trail
 - Will receive 10% of profits
 - Immediate initial cost requirement is the \$450 deposit for the race timing company, Right On Time. Motion made by Colin to have PTSO pay the deposit up front with reimbursement from profits after the race. 2nd by Jaime. Unanimous vote.
 - Possible race prizes could be gift cards, turkeys, items made by school clubs/groups. Further discussion will be needed at a future date.

- All proposed goals/duties/profit sharing will be reevaluated after the race & may change for next year depending on fundraising needs/interested groups, etc. Talks already starting with NBMS to make the NBHS 5K & Chilly Challenge 8K a series/sister run in upcoming years.
- Additional meetings outside of regular monthly PTSO meeting may be needed to facilitate run responsibilities. These additional meetings would include representatives from band & cross country as needed.
- Tammy & Jenny set up PTSO booth for Freshman Orientation. Teacher requests were displayed for parents & students to take & fulfill on a voluntary basis. Some teacher requests were left. Colin will display @ the PTSO booth during Open House. Tammy also listed remaining items on an Amazon list that anyone can purchase & send to the school.
- Teacher Grant Deadlines
 - Fall: October 7th (Grant decisions will be awarded @ October meeting)
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are the 2nd Thursday of the month.

ACTION ITEMS

- 1. October Meeting:**
 - a. Teacher grants will be reviewed & voted on for Fall semester**
 - b. Discuss fundraising progression**
 - i. 5K update**
 - ii. Goodwill trailer dates**
 - iii. Food nights**

NEXT MEETING

October 13th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

13 October 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Colin Van Etten, Kate Aquilino, Brandi Herron, Tammy Molis, Natalie Knauer, Jaime Stowe, Kevin Yontz (at the beginning), Dawn Chitwood Rivers, Jessica Graham, Jenny Robinson, Allie Hustead

AGENDA

Principal's Report

1. The Homecoming Dance was a success with over 350 tickets sold. Kids seemed to have fun.
2. Mr Yontz had a principal's meeting to go to so he only stayed for a few minutes to check in. Allie Hustead is available for help with teacher grant requests.

New Business

- Secretary: September meeting minutes distributed by Kate
 - Motion to approve made by Colin
 - 2nd by Dawn
 - Unanimous vote
- Treasurer: September report distributed by Jenny
 - Motion to approve made by Brandi
 - 2nd by Colin
 - Unanimous vote
- Teacher Representatives: Jaime & Jessica
 - Items from Amazon were received in response to Tammy posting requests on our Amazon account. There was no name/teacher specified so items will be used on first come first serve basis.

- The school nurse has requested some snacks for diabetic students. She has had an increased number of diabetic students with low blood sugar who need a snack to raise blood sugar. The snack items should be around 15g of carbs & preferably fun sized to prevent waste. Please NO nuts or chocolate due to allergies.
- Hospitality: Brandi
 - Staff appreciation for October will be candy. Candy not sold at Homecoming concessions will be used.
 - She is planning to coordinate with Lauren about helping to host the staff holiday meal. She will let when she gets more details.
- Communications: Tammy
 - Facebook posts prior to Homecoming Dance.
 - Tammy has started posting about the upcoming Blackhawk Bolt. She will continue to post with increasing frequency & up-to-date info about registration & race details. She asked that everyone like & share to increase exposure.
 - Continuing to post the weekly message from Principal Yontz on Facebook.
- Fundraising - Blackhawk Bolt 5K: Natalie
 - The inaugural Blackhawk Bolt is November 19th @ 10am.
 - Register by November 1st to guarantee t-shirt.
 - Need in-school promotion, such as weekly principal messages, announcements at sporting events. The school has already put up a banner on the school website with a link to register.
 - Dawn is acting as event coordinator for band:
 - She has walked Main St businesses putting up run posters on all public bulletin boards. She brought extra posters & fliers to give to PTSO members to help distribute where they can.
 - Volunteers for run estimated around 55. Dawn will create SignUp Genius for them to sign-up.
 - Band is setting up a Blackhawk Bolt section of their spirit merchandise table @ every sporting event, as well as at fall band concert.
 - Band is doing all signs for the race except the course signs that will be done & set-up by cross country.

- Band is having a meeting on October 20th. Natalie cannot attend, but Colin will try to attend as PTSO representative.
- Sponsorships: Meredith Switzer & Justin Davis have secured \$3,200 in corporate sponsorships. They will continue to try to obtain additional sponsorships. MB Haynes presenting sponsorship did not happen. They were only willing to donate \$300. We will probably not have a presenting sponsor this year but will make it a focus of next year's run.
- Updated proposed breakdown of duties & profit sharing:
 - Band: Lead on this year's run since they have most need/manpower
 - Responsible for creating run logo, all signs & fliers & providing run prizes, as well as helping to staff event
 - Will receive 55% of profits
 - PTSO: Supporting role
 - Responsible for securing corporate sponsorships, ordering t-shirts & providing after-race snacks, as well as helping to staff event
 - Will receive 35% of profits
 - Cross Country: Contributor
 - Responsible for mapping out & setting up 5K trail including course signs
 - Will receive 10% of profits
- ROTC & Beta club will help with water stations.
- Proposed parking for event:
 - Volunteers – coach lots
 - Runners – teacher lots & student lots
 - Community – gravel lot used for softball & pool parking
 - Vendors – bus lot booths
- Course Walk-through with school admin, band, PTSO & cross country will be October 24th @ 5:30. Finalize parking & logistics for race.
- Tammy & Kate will meet to discuss getting donations for the after-race snacks. They will give an update @ the next meeting.

- Additional meetings outside of regular monthly PTSO meeting will be communicated to facilitate run responsibilities. Emails will be sent as meetings are set up.
- There will be NO race bags & NO Friday registration pick-up.
- Teacher Grants
 - 10 grant requests received
 - Jenny proposed using the yearly allotment of \$500 now instead of dividing into 2 semesters & allotting additional money in the spring for 2nd semester requests since we have so many requests. 2nd by Natalie with unanimous vote.
 - Allie Hustead provided input on requests that the school could help with to make the grant money go as far as possible.
 - Grants awarded:
 - 4 full grants
 - 2 partial grants
 - Jenny will notify grant requesters of PTSO decision & distribute grant money to awarded grantees.
- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are the 2nd Thursday of the month.

ACTION ITEMS

1. November Meeting:

- a. Finalize plans for holiday staff recognition
- b. Discuss fundraising progression
 - i. 5K update
 - ii. Goodwill trailer dates
 - iii. Food nights

NEXT MEETING

November 10th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

10 November 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kate Aquilino, Brandi Herron, Natalie Knauer, Jaime Stowe, Dawn Chitwood Rivers, Jessica Graham

AGENDA

Principal's Report

1. Principal Yontz couldn't attend the meeting due to a scheduling conflict. He stopped by before meeting to give info about the winter dance.
2. Winter Formal is scheduled for December 16th. It will be after the basketball game until 11:30. Tickets will be presale. PTSO will do concessions @ the event.

New Business

- Secretary: October meeting minutes distributed by Kate
 - Motion to approve made by Brandi
 - 2nd by Jaime
 - Unanimous vote
- Treasurer: October report distributed by Dawn
 - Motion to approve made by Kate
 - 2nd by Brandi
 - Unanimous vote
- Teacher Representatives: Jaime & Jessica
 - Starting Student of the Month that will earn Token of Appreciation reward

- Implemented A & A/B Honor Roll rewards, such as test points, extra lunch time, etc. It is receiving lots of positive feedback from teachers & students.
- Hospitality: Brandi
 - No October event but looking to do candy before Thanksgiving
 - Faculty meal: planning to coordinate with Lauren to help host
- Communications: Tammy
 - Unable to attend meeting but sent update through Dawn
 - Upcoming meeting dates on 2nd Thursday of the month have been posted online through the end of the 2022/23 school year
 - Continuing to post weekly message from Principal Yontz
- Fundraising – Blackhawk Bolt 5K: Natalie
 - The inaugural Blackhawk Bolt is November 19th @ 10am.
 - Current number of registrations: 159
 - Overall \$ currently:
 - \$4,000 in sponsorships
 - \$3,163 in Run Signup
 - Volunteers:
 - 16 course marshals
 - 6 parking attendants
 - Water stations: manned by Beta & Deca
 - Selfie station: manned by Beta & Deca
 - MC still needed: possibly Nick or Matt Jamerson
 - Beta club providing 6-8 volunteers
 - Deca club providing 4-6 volunteers
 - Race Day Coordinators:
 - Event/Sponsors/Volunteers: Natalie Knauer & Dawn Chitwood Rivers
 - Registration: GeGe Sinclair
 - T-shirts: Brandi Herron
 - After-race snacks: Tammy Molis & Kate Aquilino
 - Parking: Shawn Benfield
 - Concessions/Prizes: Band
 - ROTC has a previously scheduled conflicting event & can't help.
 - Course walk-through went well. Band & PTSO representatives met on Wednesday evening, November 9th, to finalize plans/logistics.

- Coordinators should arrive at the event around 7-7:30. Volunteers & sponsors should arrive around 8:00.
- Concessions will be selling hot breakfast sandwiches, coffee, & hot chocolate.
- Event parking:
 - Volunteers – coach lots
 - Runners – teacher lots & student lots
 - Community – gravel lot used for softball & pool parking
 - Vendors – bus lot booths
- Updated proposed breakdown of duties & profit sharing:
 - Band: Lead on this year's run since they have most need/manpower
 - Responsible for creating run logo, all signs & fliers & providing run prizes, as well as helping to staff event
 - Will receive 55% of profits
 - PTSO: Supporting role
 - Responsible for securing corporate sponsorships, ordering t-shirts & providing after-race snacks, as well as helping to staff event
 - Will receive 35% of profits
 - Cross Country: Contributor
 - Responsible for mapping out & setting up 5K trail including course signs
 - Will receive 10% of profits
- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. December Meeting:

- a. Discuss fundraising progression
 - i. 5K results
 - ii. Goodwill trailer dates
 - iii. Food nights

NEXT MEETING

December 8th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

8 December 2022 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kate Aquilino, Colin Van Etten, Dawn Chitwood Rivers, Jenny Robinson, Natalie Knauer, Jessica Graham, Kevin Yontz, Brandi Herron, Tammy Molis, Meredith Switzer

AGENDA

Principal's Report

1. Winter Dance will have concessions by PTSO. It will be after the basketball game. Concessions will be on a table in the corner since band will have concessions in stand during basketball game. There are barrels with ice for drinks. Colin & Christie Van Etten, Brandi Herron, & Kate Aquilino are PTSO volunteers that will sell concessions during the dance.
2. Thursday, December 15th, will be the staff meal. Requesting \$500 for food for staff.
3. Fall semester ends on January 24th. Exams will be the week before.

New Business

- Secretary: November meeting minutes distributed by Kate
 - Motion to approve made by Colin
 - 2nd by Natalie
 - Unanimous vote
- Treasurer: October report distributed by Jenny
 - Motion to approve made by Colin
 - 2nd by Kate
 - Unanimous vote

- Treasurer: November report distributed by Jenny
 - Motion to approve made by Dawn
 - 2nd by Colin
 - Unanimous vote
- Teacher Representatives: Jessica
 - Spirit week is next week, December 12-16th. Each day has a separate theme.
- Hospitality: Brandi
 - PTSO is helping to host the staff meal taking place during the faculty meeting on December 15th.
- Communications: Tammy
 - Amazon list is still current, but no more items have been received.
 - Jessica & Jaime will be collecting updated/new staff requests for supplies @ January staff meeting.
 - Continuing to post weekly message from Principal Yontz
- Fundraising - Blackhawk Bolt 5K: Natalie
 - The inaugural Blackhawk Bolt was November 19th @ 10am.
 - Overall \$ breakdown: see attached sheet provided by Wendy Fusco (band booster treasurer)
 - Principal Yontz provided Blackhawk Thank You cards to send to sponsors. He agreed to send the thank you cards to the gold sponsors (\$500). Kate agreed to send the thank you cards to Ingles & DoubleTree by Hilton for after-race snack donations. The rest of the thank you cards are being coordinated by Meredith Switzer & Natalie Knauer.
 - Reflections:
 - Reverse course so runners go downhill in front of school instead of uphill
 - Have race earlier in November to maximize participation; possibly November 11th for the 2023 run
 - Have 3 sections of band playing throughout course
 - Increase race registration cost to \$30 or 35
 - Find a cheaper t-shirt supplier, possibly offer a sponsorship amount to help reduce cost

- Only offer drinks in concessions: Gatorade, hot coffee, hot chocolate, sodas
- Planning for 2023 race should ideally begin after Chilly Challenge is over @ at NBMS. Joint meeting with CC planning committee for brainstorming ways to integrate the 2 races as sister events & get planning strategies/tips on how to best coordinate/divide community resources to benefit both races & not tap out all the same resources.
- PTSO will take the lead next year. A structured plan needs to be created for future races. May provide opportunity to have rotating “co-sponsors” that would provide additional help & resources for other school groups while helping PTSO sponsor the race. The PTSO will be the lead group & would offer profit-sharing with co-sponsor groups based on division of work & manpower. All division of work & money would be determined by PTSO & offered to co-sponsors for agreement before current year planning takes place. PTSO needs to create a clear, concise plan to make sure there are no kinks in obtaining help from other school groups.
- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. January Meeting:

a. Discuss fundraising progression

- i. 5K planning for 2023/24 school year
- ii. Goodwill trailer contact info
- iii. Food nights

NEXT MEETING

January 12th @ 8:15 on NBHS campus

2022 BLACKHAWK BOLT FINANCES

INCOME

RunSignUp Registration Bank Deposits	
Sept 27	\$20.00
Oct 4	\$20.00
Oct 11	\$80.00
Oct 18	\$100.00
Oct 25	\$200.00
Nov 1	\$1,325.00
Nov 8	\$845.00
Nov 15	\$140.00
Nov 22	\$505.00
Total Registration Deposits	\$3,235.00
Sponsorships	
Sineath	\$500.00
Metanoia Enterprises LLC	
Upper Limits Digital	\$500.00
Canter and Ann Martin	\$250.00
Site Design Studio, PLLC	\$100.00
Aire Serv of WNC	\$500.00
Foley Realty Inc	\$250.00
X Caliber Crossfit LLC	\$250.00
Carolina Tactical Precision	\$100.00
Newbridge Tire Center	\$250.00
Weaverville Family Dentistry	\$250.00
MB Haynes	\$300.00
EmergeOrtho PA	\$500.00
Switzer Family	\$250.00
Anonymous	\$250.00
Total Sponsorships	\$4,250.00
Other Income	
Race Day Sales	\$290.00
Fan Favorite Jars	\$32.00
Concessions	\$260.00

*Items sold at registration table

*15 cups of free coffee/hot choc were served

EXPENSES

Postcards/Posters	\$203.24
T-shirts	\$1,780.00
Ad Signs (API)	\$144.36
Direction Signs (API)	\$95.40
Power Bank Prizes	\$489.75
Clear Boxes for prizes	\$70.58
Digital Ads	\$94.71
Course Marking Signs	\$77.00
Right on Time Productions	\$1,002.50
Gift Cards for Top Winners	\$50.00
Cups for Water Station	\$13.50
Concession Supplies	\$322.16
NBMS Chilly Challenge Beanies	\$46.49
SRO Services: 3 Hours	\$135.00
Blackhawk Mascot - Bolt Shirt	
Supplies	\$35.30
Metals for Winners	
Ribbon Supplies for Metals	0.00
Total Expenses	\$4,559.99

* 4 sold (reimburse NBMS PTO) +shipping cost for 1

TOTAL PROFIT \$3,475.01

TOTAL PROFIT

NB Band Boosters	55%	\$1,911.26
PTSO	35%	\$1,216.25
Cross Country	10%	\$347.50
	100%	\$3,475.01

1873.86

1192.45

340.70

Extra thank yous -100.00

3375.01

3407.01

+32

There was \$100 in additional thank you's required that was not reflected in Total Expenses. This was subtracted from the total profit amount.

The \$32 from "Other Income: Fan Favorite Jars" wasn't reflected in income total. That was added above to the total profit amount.

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

12 January 2023 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kate Aquilino, Colin Van Etten, Dawn Chitwood Rivers, Natalie Knauer, Brandi Herron, Kevin Yontz (for a few minutes of beginning of meeting; had to leave for another meeting)

AGENDA

Principal's Report

1. Winter Dance Report:
 - a. Well attended
 - b. DJ did great keeping kids engaged by playing hit music favorites
 - c. Concessions sold lots of drinks, but only a few snacks
2. Requesting funds for Bus Driver Appreciation (around \$200) & Counselor's Appreciation (around \$100)
3. Fall semester ends on January 24th. Exams will be the week before.

New Business

- Secretary: December meeting minutes distributed by Lauren
 - Motion to approve made by Dawn
 - 2nd by Colin
 - Unanimous vote
- Treasurer: December report distributed by Lauren
 - Dance expenses are not reflected in December report since they weren't reimbursed until January.
 - Dance profit will be \$896.80, reflected on January report.

- Current Blackhawk Bolt profits are \$1,192.45, but may change depending on what is decided about how to pay the Henco North bill
 - Motion to approve made by Colin
 - 2nd by Kate
 - Unanimous vote
- Teacher Representatives: Jaime & Jessica
 - Unable to be present @ meeting
 - Jaime forwarded an email from Jen Corbin requesting feminine products needed for Gym class.
 - Colin made a motion to provide the products needed through the end of the school year with the understanding that future requests must be made via Amazon wishlist or teacher grant request
 - 2nd by Natalie
 - Unanimous vote
- Hospitality: Brandi
 - Plans to use leftover concession chips for staff treats in the breakroom & leftover candy for staff treats around Valentine's Day
 - Brandi made a motion to approve Principal Yontz' request for funds of up to \$200 for Bus Driver Appreciation & up to \$100 for Counselor Appreciation to be paid via reimbursement submitted to PTSO
 - 2nd by Colin
 - Unanimous vote
- Communications: Tammy
 - Unable to be present @ the meeting
 - Continuing to post weekly message from Principal Yontz
- Fundraising – Blackhawk Bolt 5K: Natalie
 - Band has decided that they will not be helping to sponsor the Bolt in future runs so they can focus on current band fundraisers already established. They will be available to play on the racecourse like they did this year.
 - Missed invoice from Henco North for banner (invoice attached):
 - Dawn stated that band was selling the leftover power banks (used for race prizes) @ band fundraising table. She was confused why band was selling them instead of keeping them

for use @ future races. No one else was aware that band was selling them. Dawn & Natalie are trying to get more specifics about leftover power banks (number remaining, total number ordered, pricing, etc.).

- Board agreed that band would be given option to “purchase” leftover power banks from the Bolt race or give them to PTSO to use for future races.
- Either way, band needs to pay their profit percentage portion of the Henco North banner invoice & the PTSO will pay the rest (PTSO will “eat” the extra 10% due by Cross Country to make it simpler).
- Natalie will talk to band & let us know what they decide to do.
- A Save the Date card for next year should be included with Chilly Challenge swag bags to encourage CC participants to also participate in Blackhawk Bolt. Dawn has access to all the BB art used this year. She volunteered to make a Save the Date card to use @ Chilly Challenge.
- Tentative date of 2023 race is November 11th since this will not interfere in other school competitions/participation events.
- Planning for 2023 race should ideally begin after Chilly Challenge is over @ at NBMS. Joint meeting with CC planning committee for brainstorming ways to integrate the 2 races as sister events & get planning strategies/tips on how to best coordinate/divide community resources to benefit both races & not tap out all the same resources.
- Considerations for 2023 race:
 - Booth rentals for school clubs/boosters & non-sponsoring businesses to sell merchandise
- Goodwill Trailer:
 - Lauren contacted Goodwill & was told they could bring it anytime. She said to let her know when we would like to schedule it.
 - Board decided to request for it to be brought ASAP, preferably the next school day after the MLK holiday (Tuesday, January 17th). Will request for it to be left for 2 weeks.

- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. **February Meeting:**
 - a. **Discuss fundraising progression**
 - i. **5K planning for 2023/24 school year**
 - ii. **Goodwill trailer dates**
 - iii. **Food nights**

NEXT MEETING

February 9th @ 8:15 on NBHS campus



1445 Merrimon Ave
Asheville, NC 28804
(828) 552-3671

INVOICE

INV-27796

<https://www.digitalprintingasheville.com/>

Completed Date: 11/18/2022
Payment Terms: Cash Customer
Payment Due Date: 11/18/2022

Created Date: 11/15/2022

DESCRIPTION: Black Hawk Bolt 5K

Bill To: PTO - North Buncombe High School
-
-, NC 28804
US

Ordered By: Meredith Switzer
Email: meredithswitzer@gmail.com
Work Phone: (828) 712-3084

Salesperson: Marcia Grillo

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Banner	1	\$144.60	\$144.60	\$144.60
1.1	Banner 13oz - Matte - Part Qty: 1 Width: 72.00" Height: 36.00" Sides: 1 Notes: **Design Instructions** file is to size				
	Grommets - Top, Bottom, Spacing: 24" Hemming Options - Left, Right, Top, Bottom, Finishing Type: Banner Tape				

Thank you for your business!

Subtotal:	\$144.60
Taxable Amount:	\$144.60
Taxes:	\$10.12
Grand Total:	\$154.72
Amount Paid:	\$0.00
BALANCE DUE:	\$154.72

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

9 February 2023 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kate Aquilino, Tammy Molis, Jenny Robinson, Colin Van Etten

AGENDA

Principal's Report

1. Mr Yontz gave Jenny a paper with all the staff dates throughout the year that need recognition by way of food, gift cards, etc. Since he was unable to be present at the meeting, he wanted to make the PTSO aware of what current needs are. PTSO has some follow up questions that Colin will communicate to clarify focus:
 - a. Is there access to other funds outside of PTSO to help with staff recognition events/days?
 - b. Would staff prefer a small monthly recognition along with 1-2 bigger events during the school year or would they prefer 4-5 larger events instead of monthly things?
 - c. Would a principal's discretionary fund be helpful to cover things that come up throughout the year or to help fund some of the staff recognition days?
2. Open House for new semester was last night (February 8th). Teachers set up in the cafeteria to answer questions & talk to students & their parents.

New Business

- Secretary: January meeting minutes distributed by Lauren
 - Motion to approve made by Jenny

- 2nd by Tammy
 - Unanimous vote
- Treasurer: January report distributed by Lauren
 - Motion to approve made by Colin
 - 2nd by Kate
 - Unanimous vote
- Teacher Representatives: Jaime & Jessica
 - Unable to attend meeting
 - Mr Rowe (present @ beginning of meeting):
 - willing to use Beta club to help sort items in Goodwill trailer since he is always looking for volunteer opportunities for Beta club students
 - Needs specifics on how donated items in trailer needs to be sorted
- Hospitality: Brandi (unable to attend meeting)
 - Used leftover (from dance concessions) small bags of chips for staff treat in breakroom
 - Planning to use leftover (from dance concessions) candy for staff Valentine's treat in breakroom
- Communications: Tammy
 - Posted about Goodwill trailer; will continue to post throughout the month
 - Need to follow up with teacher reps about teacher requests for Amazon
 - Continuing to post weekly message from Principal Yontz
- Fundraising – Blackhawk Bolt 5K: Natalie
 - Unable to attend meeting
 - Find out where storage was given to use for Blackhawk Bolt & see if that can be a permanent storage place for PTSO
 - Missed invoice from Henco North for banner:
 - Band has decided not to purchase the leftover power banks. They will be given to PTSO to use for future races.
 - Band would prefer for PTSO to write the check for Henco North. Wendy Fuscoe (band treasurer) dropped off a check for their percentage (55%) of the bill (\$85.10). Jenny has

already mailed a check to Henco North for payment of the invoice.

- Save the Date card for Chilly Challenge distribution: Follow up with Dawn since she was unable to attend the meeting
- Tentative date of 2023 race is November 11th since this will not interfere in other school competitions/participation events.
- Planning for 2023 race should ideally begin after Chilly Challenge is over @ at NBMS. Joint meeting with CC planning committee for brainstorming ways to integrate the 2 races as sister events & get planning strategies/tips on how to best coordinate/divide community resources to benefit both races & not tap out all the same resources.
- Considerations for 2023 race:
 - Booth rentals for school clubs/boosters & non-sponsoring businesses to sell merchandise
- Goodwill Trailer:
 - Lauren contacted Goodwill & the trailer was delivered January 28th.
 - The trailer will be in the lower parking lot for 1 month, picking up March 3rd.
 - PTSO will be reimbursed for a portion of the total donation weight.
 - Find out if Beta club would be willing to volunteer to open Goodwill donation trailer on 1 or 2 Saturdays to maximize donations; volunteers would stay @ trailer to accept & sort donations received
- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - Spring: March 3rd (Grant decisions will be awarded @ March meeting)

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. March Meeting:

- a. Review teacher grant requests & award grant money
- b. Begin recruiting for next year's PTSO board members to nominate @ April meeting
- c. Discuss fundraising progression
 - i. 5K planning for 2023/24 school year
 - ii. Goodwill trailer: successful? Schedule next date.
 - iii. Food nights

2. 2023/24 School Year:

- a. Treasurer:
 - i. Create budget
 - ii. Set up Quickbooks via TechSoup
 - iii. Work with Fundraising to set up Blackhawk Bolt 5K account (whether creating line items or opening separate account)
- b. Establish consistent teacher grant dates that will continue from year to year instead of setting new dates each school year
- c. Fundraising:
 - i. Set up race budget, sponsorship goals, etc.
 - ii. Create fundraising committee to oversee Blackhawk Bolt 5K
 - iii. Identify other fundraisers & delegate person/group to oversee specifics
- d. Hospitality:
 - i. Coordinate with Mr Yontz on hospitality needs
 - ii. Create list of dates/events that hospitality will be hosting or contributing to

NEXT MEETING

March 9th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

9 March 2023 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kevin Yontz, Colin Van Etten, Jenny Robinson, Brandi Herron, Tammy Molis, Jessica Graham, Natalie Knauer, Dawn Chitwood Rivers, Justin Davis

AGENDA

Principal's Report – Kevin Yontz

1. ACT Boot Camp was recently completed. It was time well spent. Next year, it might be split into 2 days. Students took the ACT this week.
2. Dr. Jackson will be on campus on Monday, March 13. There will be a data presentation and the chance to show off.
3. Yontz attended a NTSS workshop. The workshop touched on everything done for students. One takeaway per Yontz was that NBHS needs to improve on intervention piece. One option in this arena is implementing a late start 1 day per week. Start would be at 8:30am. Students can arrive earlier but would stay in cafeteria or gym unless have specific meeting. Staff would have opportunity to collaborate during this time. Erwin currently implements this type of schedule. No commitment yet to schedule change. When decision is made, it would start in the fall.

New Business

- Secretary – Kate Aquilino (did not attend meeting): February meeting minutes emailed prior to meeting by Kate & copies distributed at meeting by Lauren McIntosh
 - Motion to approve made by Brandi
 - 2nd by Natalie
 - Unanimous vote
- Treasurer – Jenny:
 - February report copies distributed by Lauren McIntosh

- Motion to approve made by Colin
 - 2nd by Natalie
 - Unanimous vote
- Plan to start QuickBooks for 2023-2024 year per Jenny - will explore TechSoup option
- Teacher Representatives - Jaime Stowe & Jessica:
 - Jaime unable to attend meeting
 - Jessica:
 - Registration has started. Hawk Quest every week.
 - Danish exchange students coming at end of March for 8 days. They will be shadowing students and taking trips (Mars Hill, Cherokee). NBHS students will travel to Denmark in September.
- Hospitality - Brandi:
 - 2023 treats so far: chips (January) & candy (February)
 - Will have something around Spring Break or Easter
 - Brandi asked Yontz about Teacher Appreciation ideas. Yontz stated best to feed staff + maybe a gift in mailboxes.
 - Natalie provided idea of stickers/Blackhawk gear (Tiffany Franklin)
 - Dawn offered to help Brandi - at NBMS catered at cost (speciality - taco bar)
 - Justin also offered to help Brandi
- Communications - Tammy:
 - Amazon discontinued AmazonSmile effective 2/20/23.
 - Received an email that eligible charities will receive up to 2 more payments - one payment in late April/early May for the funds accrued in Q1 2023 before the AmazonSmile program was discontinued and one final bonus payment in May that will be equivalent to an estimated 3 months of payments based on what the charity accrued in 2022.
 - Charity Lists were part of AmazonSmile program and were also discontinued. Therefore, list created at start of school year is no more.
 - Jaime Stowe gathered new wish items at most recent staff meeting. Tammy plans on creating new Amazon Wish List.
 - This time, will denote teacher names and keep index cards for reference. After created, will provide link to share.
- Fundraising - Blackhawk Bolt 5K - Natalie:

- Natalie asked Yontz about possibility of central storage location for both Bolt & general PTSO items. Bolt items would likely need to be moved from current location in fall since space needed by others. Yontz to check about possibilities.
- In conversations with NBMS PTO regarding promotion plan, etc.
- Natalie will lead charge of Bolt but will be getting assistance/planning team.

Old Business

- Teacher Grants:
 - Discussion regarding moving Fall grant submissions to September – general consensus was this could be accomplished. To be discussed further at later date.
 - Reviewed submissions – \$500 budgeted:
 - Rowe – drone remote (\$275) & battery (\$90) – partial funding possible
 - Rowe/Dezio – 2 subs for 2 days (\$516) – Denmark – would go regardless – would look for other funding – partial funding possible
 - Rowe – spirometer (6) – STEM tech probes for Anatomy (\$420) – other funding possible – partial funding possible
 - Anatomy done for year per Jessica – possibly save for later
 - McNamee – 3D molds & kinetic sand (\$137.43) – manipulatives for Math 3 students
 - Edwards-Thomas – garden for OCS students (\$500) – 20 students
 - Motion to approve made by Colin: McNamee (full \$137.43), Rowe (\$90–battery), & Rowe/Dezio (partial \$272.57)
 - 2nd by Dawn
 - Unanimous vote

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. April Meeting:

a. Nominate for next year's PTSO Board

- Possibilities noted at March meeting – Tiffany Franklin, Jennifer Banks, Karen Stover, Auburn Stowe**

- ii. Will need to confirm open positions but likely: VP, Treasurer, Secretary, Communications, Volunteer

b. Continue fundraising discussion

- i. Bolt 5K planning for 2023-2024 school year
- ii. Goodwill trailer - Successful? Schedule next date.
- iii. Food nights

2. 2023-24 School Year:

- a. Establish consistent teacher grant dates that will continue from year to year instead of setting new dates each school year**

b. Treasurer:

- i. Create budget
- ii. Set up QuickBooks via TechSoup
- iii. Work with Fundraising to set up Blackhawk Bolt 5K account (whether creating line items or opening separate account)

c. Hospitality:

- i. Coordinate with Mr. Yontz on hospitality needs
- ii. Confirm dates/events where PTSO will participate

- d. Communications - Confirm event dates where PTSO can best promote (Freshman Orientation/Meet the Teacher, 8th Grade Night, etc).**

e. Fundraising:

- i. Set up race budget, sponsorship goals, etc.
- ii. Create fundraising committee to oversee Blackhawk Bolt 5K
- iii. Identify other fundraisers & delegate person/group to oversee specifics

NEXT MEETING

April 13th @ 8:15 on NBHS campus

2022/23 SCHOOL YEAR

NBHS PTSO MEETING

13 April 2023 / 8:15 AM / NBHS Conference Room

ATTENDEES

Kate Aquilino, Tammy Molis, Jenny Robinson, Dawn Chitwood Rivers, Jessica Graham, Natalie Knauer, Brandi Herron, Kevin Yontz

AGENDA

Start of Meeting: 8:18 AM

Principal's Report

1. The covered walkway is progressing slowly. It is supposed to be completed by the beginning of the 2023/24 school year.
2. ACT camp was a great success with 100% improvement.
3. The sign @ the main road is still not working. There is a work order in to fix it. The problem seems to be from the school to the road.

New Business

- Secretary: March meeting minutes distributed by Lauren
 - Motion to approve made by Brandi
 - 2nd by Natalie
 - Unanimous vote
- Treasurer: March report distributed by Lauren
 - Motion to approve made by Kate
 - 2nd by Tammy
 - Unanimous vote
- Teacher Representatives: Jessica
 - The 3rd nine weeks ended on Monday, 4/10
 - Junior Focus Day will include workshops, seminars about life after high school for college & work opportunities

- Events for remainder of school year:
 - April 27-30: Mary Poppins musical performances
 - May 5: Early Release & Prom
 - May 12-16: AP trip to NY
 - May 31: Senior Day trip to Dollywood
 - June 1: Senior Breakfast
 - June 2: Senior Walk
 - June 10: Graduation
- Hospitality: Brandi
 - Teacher Appreciation is May 8-12
 - Planning a meal
 - Needs volunteers: will send link for sign-up
 - Dawn offered to cater a BBQ lunch with sides for \$400 max to help with costs
 - Items needed for BBQ (not supplied by Dawn): plates, napkins, drinks, dessert, salad dressing, BBQ sauce
 - Mr Yontz is using discretionary money for candy throughout the week
- Communications: Tammy
 - Posted about Goodwill trailer; will continue to post throughout the month
 - Amazon discontinued Smile program so Tammy created a general wish list for teacher needs & put the teacher name in each item notes
 - Continuing to post weekly message from Principal Yontz
- Fundraising – Blackhawk Bolt 5K: Natalie
 - Kellie Lynch is doing CC for NBMS; Natalie has met with her twice to work on coordinating CC & BB
 - Working on timeline
 - Current categories:
 - Registration
 - T-shirt design
 - Sponsorship: need presenting sponsor
 - Prizes
 - Course set-up: hoping for Cross Country @ 10%
 - Volunteers: Beta club; Band – hoping for playing along course, volunteers, & manning concessions @ 20%

- Race goal: \$15,000
- Registration
 - \$30 adult
 - \$25 adult early bird rate
 - \$20 students & staff
- Tentative date of 2023 race is November 11th since this will not interfere in other school competitions/participation events.
- Goodwill Trailer:
 - Another trailer dropped off & put in teacher parking lot for round 2 of donations
- 2023/24 PTSO Board Nominations
 - President: Dawn Chitwood Rivers
 - Vice President: Natalie Knauer
 - Treasurer: Kate Aquilino
 - Secretary: unfilled
 - Hospitality: Brandi Herron
 - Fundraising Committee Head: Natalie Knauer
 - Communications: unfilled
 - School Event Rep (formerly Volunteer/Recruitment): unfilled
 - General volunteers throughout year: Auburn Stowe, Justin Davis, Meredith Switzer, Jennifer Banks, GeGe Sinclair, Karen Stover
- Teacher Grant Deadlines
 - ~~Fall: October 7th (Grant decisions will be awarded @ October meeting)~~
 - ~~Spring: March 3rd (Grant decisions will be awarded @ March meeting)~~

End of Meeting: 9:20 AM

NOTES

- Monthly meetings are on the 2nd Thursday of the month.

ACTION ITEMS

1. **March Meeting:**
 - a. **Vote on 2023/24 board position nominations**

- b. Discuss end of school year events/needs
- c. Discuss fundraising progression
 - i. 5K planning for 2023/24 school year
 - ii. Goodwill trailer: current trailer pickup date? Schedule dates for next school year
 - iii. Food nights

2. 2023/24 School Year:

- a. Treasurer:
 - i. Create budget
 - ii. Set up Quickbooks via TechSoup
 - iii. Work with Fundraising to set up Blackhawk Bolt 5K account (whether creating line items or opening separate account)
- b. Establish consistent teacher grant dates that will continue from year to year instead of setting new dates each school year
- c. Fundraising:
 - i. Set up race budget, sponsorship goals, etc.
 - ii. Create fundraising committee to oversee Blackhawk Bolt 5K
 - iii. Identify other fundraisers & delegate person/group to oversee specifics
- d. Hospitality:
 - i. Coordinate with Mr Yontz on hospitality needs
 - ii. Create list of dates/events that hospitality will be hosting or contributing to