

# **MINUTES of St. Leo Parent Teacher Organization**

**Meeting date:** 11/4/2009

**Call to order:** A regular meeting of the St. Leo's PTO was held on November 4, 2009. The meeting called to order at 7:20 PM by President Larry McGrail and Teresa Ketron was present to record the minutes.

**People Present:** Larry McGrail, Suzanne Dowd, Teresa Ketron, David DiPippa, Cynthia Washington, Melissa Baker, Deborah Ball, Coleen MacKay, Mizuho Akiba, Kim Pham, Tom McGovern

**Approval of Minutes:** There were no minutes from the October meeting to approve, so the board agreed to approve the minutes via email once they were available.

## **Board and Committee Reports:**

**Treasurer Report:** The current budget was presented with the Family Fun Night final budget included. Family Fun Night earnings were less than in past years due to the cost of Hard Times Cafe. There was some discussion regarding the placement of the funds for the school sign and regarding the spirit sales inventory and the possibility of some future sales. Through a written request, Mrs. Figueiredo asked for \$450.00 for the preschool Christmas party with the Story Lady on December 10<sup>th</sup>. This expenditure is considered cultural arts, and the motion to grant the request was carried.

**Volunteer Committee:** The committee is working on determining the volunteering needs provided by the PTO. Volunteer surveys are being given to all volunteers for completed events to help determine how much time is required and what can be done better. No information to report from that yet. Also, some groups are not interested in having the PTO find volunteers for them. The committee plans to investigate why to see if there is a problem that can be resolved or if the PTO volunteer request form needs to be changed.

Volunteers are needed to be trained in using the newly donated popcorn making machine. Training will be on November 13<sup>th</sup>. Volunteers from the board were Teresa Ketron and Cynthia Washington. Mrs. Washington will coordinate timing.

**Fundraising:** The Chick Fil-A fundraiser is set for November 10<sup>th</sup> through November 13<sup>th</sup>. Cards will be passed out to each student on Monday, November 9<sup>th</sup>.

The Five Below fundraiser event is scheduled for November 22<sup>nd</sup> through December 3<sup>rd</sup>.

The Fuddruckers fundraiser is booked for December 18<sup>th</sup> from 12:00 PM until 4:00 PM.

The Let's Dish fundraiser has not been finalized, but Suzanne Dowd plans to book the event for November through January. The fundraiser works better when groups schedule a time together so she is hoping to promote this event with school groups.

The Fairfax Ice Skating Arena fundraiser is still in the planning stages. The arena asked if we would want a school group discount for lessons. This would not be part of the fundraiser. The board agreed to provide the information on the flyer and let each individual choose how they want to handle lessons. The proposed date is Friday, February 5<sup>th</sup> so that this event can be coordinated with Catholic Schools Week.

Ideas were discussed for adult dining fundraisers sometime in January. The proposed date is the Thursday before the Martin Luther King holiday. Several options were Red, Hot and Blue; Coyote Grill; and Hard Times Cafe. Suzanne will investigate.

**Golf Tournament:** Tom McGovern announced that it was agreed to move the tournament to the fall. The only concern with this will be recruiting volunteers and organizing fundraising on short notice next September. He is looking at the spring auction as a good time to recruit for the tournament. The proposed date is the end of September, around the time of the Ryder Cup. He is still investigating possible venues for the tournament and is looking into the software needed to help organize the event. Approximate cost would be \$2500.00 to track the prizes, sponsors, and fundraising for the event. Getting sponsors is the most challenging aspect of the tournament so he wants to look into options to encourage families to bring in sponsors. His plan is to have an exploratory group get together before Christmas and to make an announcement regarding the tournament this winter.

**Spring Fun Run/Family Carnival:** The chairs were not present so Larry McGrail provided some thoughts regarding this event. The length for the fun run has not been decided, but Larry thought we could do a 1K run in the morning and the carnival in the afternoon. If held in April, the tentative date would be April 17<sup>th</sup>. Larry will email the event chairs to discuss further.

**Casino Night:** This event was originally suggested for January or February, but is probably too difficult to arrange at this point. It will likely be canceled.

**Cookie Exchange:** There is no chair for this event. It is officially canceled. There is a possibility that this event or something similar will be pursued next year.

**By-Laws Modification:** It was determined that the PTO needs a smaller group to brainstorm what the by-laws for the group should be. The break out group will include Suzanne Dowd, Teresa Ketron, and David DiPippa. Larry McGrail said that he would ask both Jennifer Conroy and Nancy Wiegand (both absent) to be a part of the group as well. Mr. DiPippa discussed the need to make sure that the board

stays stable as the timing of elections to the board changes. Any changes to the by-laws need to be presented to Father Whitestone before presentation to the PTO.

### **Lessons Learned:**

**Back to School Mailers:** Start preparing the mailers earlier; for example, the volunteer information could go out in the spring. Also, the copying expenses were huge; use the website more to provide information.

**Open House:** Overall, it went well and setup was easy. It was suggested that the name should be changed in order to be clearer about what is to happen that day. "Welcome Back Day" was the favorite suggested name so far. It was also mentioned that families could be separated by the alphabet into two groups in order to stagger the timing of the event and make it less overwhelming. An ambassador program or buddy family for new families was also suggested as a way to make the day less confusing.

**New Friends/Old Friends:** The feedback is that it is not as effective as it should be. A new family ambassador program and/or the proposed welcome back picnic could eliminate the need for the coffee altogether.

**Directory:** Overall, the directory was completed successfully with only a few needed corrections and additions. It was asked if the directory could be delivered sooner. There was discussion regarding ways to make that happen but no decisions were made.

**Family Fun Night:** Becky Woodward had not yet provided feedback, but Evan Bolster returned his survey regarding running the haunted house. He did not have enough volunteers and had some issues with the props. There were also some issues regarding nuts in the baked goods - when presented, it wasn't always clear whether or not an item had nuts.

**Closing Remarks:** Mr. DiPippa discussed the upcoming November service projects, including the first soccer tournament against Holy Spirit. The whole school is invited and the money raised from the tournament will go to Catholic Charities.

The faculty will be participating in a day of spirituality with Dr. Patricia McCormack as the speaker. Mr. DiPippa would like to ask her to speak to the parents in December, perhaps on December 9<sup>th</sup>.

There will be a series of five Open Houses beginning in November - the goal is to bring in 50 new families.

Regarding the incentive program for volunteers (tuition break or fee), Mr. DiPippa has discussed the program with Father Whitestone and needs to determine an equitable amount for volunteer hours not worked.

**Adjournment:** The meeting was adjourned at 9:15 PM.