

# BRMS PTO Meeting Minutes

August 8, 2011

*Present:* Paula King, Kari Tsutsumi, Mary Ross, Ally Pauli, Tiffany Spink, Dr. Ed Stephenson and Michelle Hulett

*Next meeting:* September 19 at 6:30 p.m., BRMS Library Middle School

---

Meeting was called to order at 6:30 p.m.  
Minutes were presented and approved.

## **Principal's Report:**

- Things are going very smoothly for the new school year!
- Orientations have been scheduled for 8/30 and 9/1 from 3:30 -5pm and 5:30 – 7pm each night.
- There will be orientation staff on stage for a greeting in addition to a PTO Board member (Kari Tsutsumi) to speak briefly about upcoming events.
- Parents and students will then take a self-guided tour around the school.
- Dr. Stephenson said we can put the Fall Concussion Training sessions on the BRMS Facebook page. Dates are August 31 at 6pm and September 7 at 6pm. He said once the student completes the concussion training, the parent and child will sign a card that will be kept on file for the school year.

## **Teacher Representative's Report:**

- Nancy Shablom not present.

## **Treasurer's Report:**

**July ending balance of checking account - \$18,139.96.**

### ***Paypal Cancelled***

- The Paypal account used in the past has been shut down since we are not able to transfer funds as an organization.

### ***Credit Card Processing***

- We want to give parents the option to pay for spirit wear and concessions on BINGO and Back to School nights with a credit card (Discover, Visa and Mastercard). Mary researched the ELEVAN Company (through COSTCO) and found that we can get a WIFI card reader that would be connected to a laptop that we could use at functions. The credit card information WOULD NOT be stored onto the laptop. The company can provide us with a brochure explaining how secure it is that we can show parents if they have questions.
- There would be a one-time startup fee of \$149, a \$5 Gateway fee per month, and a fee of .20 per transaction. We would still need to purchase the card swiper for \$79 that would be used with the laptop. We would be charged 1.48% each month in addition to 2.2% on any credit cards transactions that have rewards attached to them. We would have to sign a contract with ELEVAN for 2 calendar years. If we should cancel sooner, we would be charged a \$95 fee.
- We would have 3 options for providing parents with a receipt:
  1. E-mail only
  2. Buy a printer for \$399 and print a receipt
  3. E-mail and hand-written receipt

### **Costco Business Membership**

- In order to subscribe to the ELEVAN service, we would need to open an Executive Business Membership at COSTCO for \$100. The membership gives us 2% back each year. If we provide COSTCO with a tax-exempt status letter, they will give us \$20 cash back.
- Board Members voted on getting a COSTCO membership AND a card reader. ALL IN FAVOR.

### **Quickbooks vs. Quicken**

- In the past, PTSO used an old version of Quickbooks that was no longer supported. Mary uses Home and Business Quicken that is much more appropriate for the PTSO's use. It cost \$65 at Costco. The Board voted that we purchase Home and Business Quicken for Mary to use. The Board voted, and all were in favor.

### **BB&T Debit Card**

- We decided that in addition to Kari Tsutsumi, Paula King and Ally Pauli will also get a debit card from BB&T.

### **Audit**

- Mary submitted books for audit.

### **Staples Teacher Reward Card**

- Mary got a Staples Teacher Reward card that is also tax-exempt.

## **Committee Reports**

### **Box Tops**

- Tiffany said she knows someone who will do box tops. She will provide e-mail Kari the name and information.
- There will be a box top contest in the Fall and again in the Spring. One student from each grade who brings the most box tops will get either a \$15 I-tunes card or \$15 worth of movie tickets.
- Box top money goes directly to school, NOT the PTSO.

### **BINGO**

- We have a possible chairperson.
- Bingo dates are November 4 and February 24.

### **Concessions**

- We still need a Chairperson.
- We decided we will have separate chairpersons for each sport rather than one for all sports. We will need chairpersons for Football (3 home games), Girls Track (3 meets) and Basketball (Girls and Boys) 10 total home games.

### **Dance**

- We still need a Chairperson.
- Dates are October 14 from 7-9pm and March 9 from 7-9pm.
- PTSO will be responsible for food and games
- We found St. Patrick's Day decorations we can use in Trailer for the dance in the spring.
- Dr. Stephenson decided we would sell 300 tickets for each dance on a first-come first-served basis in the cafeteria.

### **Front Desk**

- We still need a Chairperson.
- Dr. Stephenson will see if a staff member could possibly work out the front desk schedule.
- Kari will send him an e-mail reminder.

### **Gift Card Program**

- We still need a Chairperson.
- Order dates for gift cards will be October 14, November 14, December 14, February 14, April 14 and May 14.
- Gift cards will be used for prizes at BINGO nights.

### **Spirit Days/Nights**

- Michelle Hulett Chairperson.
- Spirit Nights:
  - September 13 – Papa John’s Pizza
  - October 11 – Unos
  - November 8 – Buffalo Wild Wings
  - December 13 – *Possibly Zinga Frozen Yogurt*
  - January 10 – Chick-Fil-A
  - February 14 – Brooklyn Bros.
  - March 13 – Buffalo Wild Wings
  - April 10 – Pizza Margarita
  - May 8 – El Vaquero
- Deja Brew will not be participating now, so we will do 2 Buffalo Wild Wing nights and possibly Zinga Frozen Yogurt.
- Five Below will participate every weekend during the school year.

### **Spirit Wear**

- We still need a Chairperson.
- The Board voted on whether or not to continue using a local vendor (Signs to Last) for our spirit wear and magnets. Kari passed around samples and the quality is much better than last year’s products. The Board Voted and all were in favor.
- Prices are below:
  - Magnets \$3.50 EA
  - T-Shirt \$7.50 EA
  - Hoodies \$18 EA
  - Pants \$11
- They require no minimum order and they have about a 1-week turnaround.

### **Staff Appreciation**

- Co-Chairs are Eileen Baker and Marti Sanregret
- Snacks and water will be provided for approximately 60 staff members on Orientation nights.
- Dinners will be provided for approximately 50 staff members on Back to School Nights.
- We are looking in to using Red, Hot and Blue, Qadoba and Pizza Margherita. Paula King will also check into using A La Carte.

### **Website**

- Janis Will update
- Laptops will be used to update site
- Kari will e-mail Dr. Stephenson to remind him we need 2 laptops

### **Old or Unfinished Business:**

#### ***End of Summer School Breakfast was held July 21.***

- Kari brought donuts from Shoppers and the extra bottles of water that we had leftover for the summer school kids on July 21<sup>st</sup>.

### **New Business:**

#### ***PTSO Insurance Renewal***

- The Board voted and were in favor on discontinuing the "Plus" insurance option that provided services that we have never used in the past.
- We will now pay \$385 for regular insurance versus \$524 for the "plus" option.

#### ***First Day Folders***

- Folders will arrive August 22nd
- We will start assembling them that week of August 22nd.

#### ***6th Grade orientations (August 30 and September 1 from 3:30 – 7pm)***

- Board members should arrive at 2-2:30pm on those days to help set up spirit wear and concessions.
- We will recruit members and volunteers and will have a laptop set up those nights for inputting new members.
- The Staff Appreciation Committee will provide finger food and water for the teachers and staff on those nights.

#### ***Back to School Nights (September 12 (6th), 13 (7th), and 15th (8th))***

- Board members should arrive by 6pm to help set up spirit wear and concessions
- We will recruit members and volunteers and will have a laptop set up for inputting new members.
- The Staff Appreciation Committee will provide a small dinner for the Staff in the Teacher's Lounge.

Meeting adjourned at 8:20 p.m.