

DECEMBER PTO GENERAL MEETING

December 12, 2009

MINUTES

- I. Welcome
 - A. Continental Breakfast for attendees
 - B. Passing of Attendee Sign-In Sheet
 - C. Call to order – 9:20AM
- II. UPCOMING EVENTS
 - A. MOVIE DAY with BBeep (“BBeep’s Winter Celebration”)
 1. All money raised by this event is to go towards BUS TRANSPORTATION
 2. Children will be invited to watch a Christmas Movie (Rudolf the Red-Nose Reindeer) at 1:30 December 17
 3. \$2 tickets for popcorn and surprise
 4. Snack Sale during this event – money raised from snack sale will also go towards bus transportation
 - B. PTO Volunteer Breakfast
 1. December 19 at 8:30AM in the Library
 2. Collect volunteer names and send out invitations
 - C. NUTCRACKER MARKET
 1. Show food and beverage signs (made by Sharon), T-Shirts, Megaphones, and new Beverage Line
 2. Discuss prices for all PTO sales items
 3. Coordination of Volunteers
 - (a) Volunteer Attire -- Volunteers for Market are to wear School Shirts or something “Festive” with Stevenson Elementary PTO Name Tags (to be prepared by Rep. Angelica Adams)
 - (b) Duties/responsibilities of volunteers
 - (c) Kitchen Schedule (Ana managing kitchen during 1st half of event followed by Ruben managing kitchen during later half of event)
 - (d) Booth Schedule (Miranda managing PTO Booth to be accompanied by Ana after managing kitchen)
 - (e) Mr. Wilkerson able to get ice for event FREE
 - (f) Ruben to clean pop-corn machine, get food (pizza and tamales) and food trays
 4. After meeting – start set-up/prep for market tonight (clean megaphones, set-up and decorate PTO booth, hang posters and signs...)
 5. There will be no collection of donors/sponsors during this event due to number and availability of volunteers for event
 - D. BOX TOPS – Angelica Adams brought information regarding “Box Tops” and volunteered to be coordinator
- III. Closing
 - A. Thursday night PTO General Meetings are DISCONTINUED due to regularly minimal to no attendees.
 - B. Adjournment – 10:57AM (Begin set-up and prep for tonight’s Nutcracker Market)