**Beaver Acres PTO Executive Board meeting**

**Meeting Date:** Friday, July 15, 2022 **Time:** 5:30-6:30

**Conference call details**:

When it's time, join your Webex meeting here.

Join Meeting: <https://ohsu.webex.com/ohsu/j.php?MTID=m2df3e7a5a9fdc950dff136112affeb09>

Meeting password: NfCMGzhM795

Phone (audio only):

1-503-388-9555 Portland, OR

1-206-207-1700 Seattle, WA

Meeting number (access code): 2624 891 4841

Additional call-in numbers: <https://ohsu.webex.com/ohsu/globalcallin.php>

Mobile phone (one-touch):

206-207-1700,,26248914841##

Attendees

| PTO Officers | *Present?* |  |  |
| --- | --- | --- | --- |
| Jeannie Zamarripa-Lee  BA PTO President | yes |  |  |
| Bryan Northrup  BA PTO Vice President of Fundraising |  |  |  |
| Elaine Tronic  BA PTO Treasurer | yes |  |  |
| Cali Ence  BA PTO Secretary | yes |  |  |
| Heather Sanderson  BA PTO 5th Grade liaison | yes |  |  |
| Meredith Farrell  BA Communications Officer | yes |  |  |

AGENDA

| **Time** | **Topic** | **Item** | **Who** |
| --- | --- | --- | --- |
| 5:30 | 1. Introduction | * 1. Approve agenda for 7/15/22 PTO board meeting   2. Approve minutes for 7/23/22 PTO board meeting (approved) | Jeannie Zamarripa-Lee |
| 5:35 | 1. Administrative | * 1. 2022-23 PTO calendar planning   See below | Jeannie Zamarripa-Lee |
| 6:30 | 1. Adjourn |  |  |

**2022-2023 Beaver Acres PTO Calendar**

| **Month** | **Activity** | **Person in Charge** |
| --- | --- | --- |
| August | 1. Meet with BA Admin | *Jeanie contact Admin about meeting in mid August* |
| September | 1. Donuts and Drop off  *can PTO have a table by the donuts*  *Meredith make flyer to pass out - translated to Spanish*  2. Back to School Night  3. Dining Night Out  *Thirsty Lion Jeanie will apply in August*  *3. Fall Social Sept 27th*  4. General PTO meeting (*Sept 29th) Virtual* | *Jeanie contact Admin about Sept 1 event*  *Meredith make flyer*  *Bryan decide DNO* |
| October | 1. Beaver Dash  *Jeanie talk to Angela about dates Oct 11, 12, 13*  *Turn in funds until the 26th*  *2. Oct 26th Fall Conference Potluck* | *Jeanie talk to Angela about dates* |
| November | 1. Dining Night Out  *Bryan to decide if we do a DNO in November or December*  2. Executive PTO meeting (*Nov 17*) | *What is the all school family night in Nov on school calendar?* |
| December | 1. Bedtime stories night (PTO provides popcorn and hot chocolate)  *Possibly the November event? Jeanie will ask Angela about the*  2. Executive and General PTO meeting (*December 8) delete executive meeting* |  |
| January | 1. Dining Night Out  *Bryan will decide January or February* | Bryan decide DNO |
| February | 1. Executive PTO Meeting (*Feb 2) 6pm* |  |
| March | 1. Readathon (coordinating with Read across America Week) Feb 27-March 3  *reading logs*  *bookmarks*  *patch/awards for top readers*  2. Virtual book fair? *no virtual book fair*  3. Dining Night Out  *Bryan will determine*  4. *General PTO meeting (March 16th) virtual pm* | Jeanie ask Angela are they doing the one book one school again.  Bryan determine DNO |
| April | 1. Executive PTO meeting Budget *(April 20) 6pm*  *2. April 26th Conference Potluck* |  |
| May | 1. Staff Appreciation Week (May 1- 5)  *either divide up or Cali can be in charge*  *Sidewalk chalk*  2. Dining Night Out  *Bryan decide*  *3. Kinder Orientation May 18th, Board Member attend?*  *3. Possibly add a fundraiser to early May?* |  |
| June | 1. General and Executive PTO meeting *Elections* *(June 8)*  2. Field Day *June 16th*  *organize volunteers and water/otter pops*  *3. Spring social June 6th* |  |

Calendar Planning

School Begins: Sept 6, 2022

School Ends: June 21, 2023

August 1st, 2022 Beaver Dash meeting 6pm. Jeanie and Bryan and Denalee

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21-22 Calendar (for reference)

| **Category** | **Event** | **2021-22** |  |
| --- | --- | --- | --- |
| Fundraising | Beaver Dash | Week of Oct 18 virtual |  |
|  | Dining Night Out | 5 total  Sept  Nov  Jan  March  May |  |
|  | Book Fair | Virtual book fair ?? I can’t remember if we did this. |  |
| Community Events | PTO Back to School Night | Canceled because of COVID |  |
|  | PTO Movie Night(s) |  |  |
|  | Virtual Winter Social | Feb 2022 |  |
|  | Get Moving Night | Canceled |  |
|  | Teacher and Staff Appreciation | May 2-8 | May 1-5 |
|  | Field Day | June 15, 2022 |  |
|  | End of Year Social | June 9, 2022 |  |
| Meetings | Executive Meetings | Aug 4 (Calendar planning), 6-7pm  Sept. 29, 5:30-6pm  Nov 4, 6-7pm  Dec. 2, 5:30-6pm  Feb 3, 6-7pm  March 10, 5:30-6pm  April 28, 6-7pm (budget)  June 2 (elections), 5:30-6pm | July 15 (Calendar planning), 5:30-6:30pm |
|  | General meetings (Quarterly) | Thursdays @6pm  6-7 or 6-7:30pm  Sept. 29  Dec. 2  March 10  June 2 (elections) |  |

Next meeting:

September 29

Executive and General meeting