

HW Executive Committee Meeting Minutes

June 3, 2015

Present at Meeting: Georgie Geraghty, Heather Pigott, Lori Miralles, Jen Hayes, Amy Boehm, Julia Werner, Erin Donaldson, Brie Root, Brooke Helmstetter, Kendall Reis, Byrd Rhyne, Annee Englemann-Phillips, Daniel Ryan

- I. Welcome and Introductions - Georgie Geraghty
 - a. Past and present PTO positions for attendees
- II. Principal's year end comments - Daniel Ryan
 - a. Change in relationship with the PTO in the last 4 years - a lot of trust and hard work on both sides
 - b. Thank you to the teacher rep. - Byrd Rhyne (card & flowers)
 - c. Thank you to Heather, Tracey, Julia, Amy, Erin, Jen and Georgie (card & flowers)
 - d. "What can we do as a big project?"
 - i. Ask the faculty what they want
 - ii. Idea Lab and Project Room
 - iii. Taken to the Winnetka School Board for approval, final approval next meeting
 - iv. Great support
- III. President's year end comments - Georgie Geraghty
 - a. Great teamwork
 - b. Keychain & laptop cover to Daniel; Daniel has made our work appreciated
 - c. Keychains and personal awards to the team
 - d. Presented Jen Hayes with "the President bag and gavel"
- IV. PTO gift to Georgie - Heather presented her with juggling balls and a gift for handling with PTO with grace, elegance and tack
- V. Teacher's year end comments - Byrd Rhyne
 - a. You never know what you'll get - group of amazing people who are open to ideas and care about the children
 - b. Community at Hubbard Woods is special
 - c. Thank you for the opportunity
- VI. Approval of the Minutes - Jen Hayes

- VII. Budget - Amy Boehm and Julia Werner
 - a. Mayfest made about \$20,000 after expenses
 - b. Amy created a more accurate PTO budget
 - i. Changed the entire methodology
 - ii. We were only recording the net
 - iii. Notes from the Auditor - need to report all income and expenses
 - iv. Revamped expense to align with actual event
 - v. Created old budget then transitioned to new budget
 - vi. Gives us a true picture of what is flowing through the PTO; dealing with the surplus
 - vii. Looking at the numbers historically has allowed us to make decisions
 - viii. Special projects will come out of the bank account
 - vii. Formality - we have a balanced budget with special projects pulled out
 - c. Approval - Julia Werner
- VIII. 'Found Money' - \$100,000 not designated - Georgie Geraghty
 - a. Money had accumulated over the years in the PTO coffers. Originally anticipated to use to convert field to turf surface but after project was tabled due to permitting issues and high cost, funds remained in PTO account.
 - b. First big purchase was iPad carts for the school in Spring 2013
 - c. Long process with wish lists and meetings with Daniel
 - d. Decided to put \$30,000 in reserves for PTO operating budget
 - e. \$15,000 for 100th Anniversary
 - i. Decade project, birthday party, open house
 - f. \$15,000 for Imagination Blocks (\$12,000 for blocks plus \$3,000 for soft flooring)
 - g. \$40,000 to Project Space
 - h. \$10,000 allocated to Progressive Education Fund
 - i. Want to grow it to \$100,000 to use for supplies and teacher training
 - ii. Fund is recipient of income surpluses
 - iii. Capital and interest to support Idea Space
 - iv. Approach people in September to fundraise
- IX. Discussion Items - Gerogie Geraghty

- a. Project Room in basement
 - i. Large project space
 - ii. District to clean room
 - iii. PTO to fund equipment
 - iv. \$9,500 cost: \$4,800 from WPSF and \$4,700 from PTO
- b. Idea Lab in Resource Center
 - i. \$38,500
 - ii. Resource Center money could cover overrun
 - iii. WGST moved to the Resource Center
- c. Proposal -Georgie Geraghty
 - i. To allocate additional \$3,760.44 to Idea Lab
 - ii. Additional surplus to Progressive Ed Fund
 - iii. School board has to approve \$43,000 (must match budget)
 - iv. Motion by Jen Hayes
 - 1. \$43,760.44 to idea lab and project room
 - 2. Surplus to Progressive Fund
 - 3. Approved
- X. Email from Todd Burleson - Thank You
 - a. 16 pillows need to be recovered for the Resource Center
- XI. Communications - Erin Donaldson
 - a. Working with graphic artist to create 100th Anniversary logo
 - b. \$675 budget
 - c. Do we want to pay for archive-yes
 - d. Note cards
 - e. Delete PTO trifold; update information in Directory
- XII. Other Items:
 - a. Jen Hayes
 - i. Planning for August
 - ii. Meeting with Lois on the upcoming school calendar
 - iii. August email to set PTO meetings for upcoming year
 - b. Julia Werner

i. Slated to go to Board Meeting

c. 100th Anniversary Open House: May 3, 2016