

## **Pleasant View R-6 Community Club Meeting Minutes**

*01/03/2023, 6:00-7:00pm, Pleasant View R-6 Cafeteria, Open Forum  
Meeting Called to Order by Avery McCauslin, President*

### **Board Members in attendance:**

Avery McCauslin, President | Lindsay Stevens, Vice President | Mikaela Ledford, Secretary

### **Board Members absent:**

Kelsie Lowe, Treasurer

### **Additional Attendees:**

*Adriane Todd (Teacher/Parent), Megan DeVorss (Parent)*

1. Welcome and Introduction
2. Approval of minutes from last meeting
  - a. Approval of last month and outstanding months
    - i. Lindsey motions to approve  
Mikaela seconds the motion  
Motion passes, Minutes Approved.
3. Treasurer's Report – Including: (a. upcoming bills)
  - i. New account made to fit into the new creation of the Community Club via re-founding. There is a balance of approximately \$25,500 in the new account. The old bank account has not yet been closed, as it has pending charges. \$527 remains in the account while outstanding charges/checks wait to clear. The remaining amount (once all clearances have been made) will be moved to the new account and the old account will be closed. Checks to clear include Mrs. Steinhoff's appreciation check, and one check tied to HyVee.
  - ii. 2 teacher appreciation checks remained outstanding, but were identified by the teachers as lost. These 2 teachers were educated that their current checks would be voided and new checks were issued from the new account.
  - iii. Lucky Dog total paid was \$2605.00 for spirit wear
  - iv. Mic and Cord for the sound system were ordered for a final amount of \$576.90.
  - v. With all being said, the new current balance for the CC is \$21,602.00
  - vi. Note: we have not yet heard about Santa's fees, if any, from the Christmas program. This information is pending.
- b. Nonprofit status requires the CC to have an Auditor to monitor any profit loss, misappropriation of funds, etc. We will begin, as of today, creating a monthly profit loss log which will be shared with the Auditor and the PV school board, who requested a copy for their own records. Creation of this will also eliminate any future issues should the 501c3 organization be requested to provide this information to state or federal authorities.

- c. The PV school board has requested to nominate an auditor. They're nomination was for Ryan Vandel. The CC has reached out to him and he is interested in taking on this responsibility.
      - i. Lindsay Stevens motions to approve Ryan Vandel as the CC's auditor  
Mikaela Ledford seconds the motion  
Motion passes. Welcome to the CC, Ryan, and Thank you!
- 4. Old Business Items
  - a. Spirit Wear
    - i. All orders have been completed, misprints have been remediated, and all orders have been dispersed to the recipients. All errored items were able to be sold at discounted rates.
  - b. Update on Non-Profit Status
    - i. We officially filed as an organization as of December 14, 2022.
    - ii. A filing cabinet will be donated by Avery to the school to store CC information. This will be located in the storage area above the kitchen.
    - iii. Bank account is set up, see above.
    - iv. Bank account will require a note, or minutes, to close the old account.
    - v. App access to the new account will include Kelsey and Avery. The new Auditor (Ryan) will have viewing access for his needs.
    - vi. Status remains about a 9 month waiting period to hear back about 501c3.
    - vii. Avery to create a welcome letter to any incoming PV families
      - 1. Multiple families starting at semester, who don't get an immediate introduction of who the CC is and what we do. Would like to have a resource for these families.
  - c. Teacher Appreciation Updates
    - i. Mikaela has finalized a google form to send out to the PV family. Suggestion by Mikaela to include teachers in sending notes to each-other. The responses remain anonymous, but as many teachers are also parents, they will know that this is happening, but they won't know what others say about them until they receive their end-of-year gift from the CC.
    - ii. Link to access the google form will be sent out by Avery with the next newsletter. Will also be advertised on DoJo and Facebook for ease of use.
  - d. Sound Updates
    - i. Microphone and cord have shipped.
    - ii. Derek McCauslin (and possibly Mr. Rayl) will come and work on things once all shipments have arrived.
  - e. Santa Bags
    - i. Due to early Christmas Break release and the cancelling of the KEYS Christmas program, we have 150 extra Santa bags. These were broken down and the extra craft kits were saved and stored for future use. Val has kept record in the kitchen of how many food items were used to create the snack, for future reference and better planning.
- 5. New Business Items
  - a. Volunteer Coordinator Nomination

- i. 2 individuals were interested in the position, however only one of these individuals could commit to in-person (or at very least, on-phone) regular attendance at meetings.
    - ii. Jeannie Little will assume the position of Volunteer Coordinator
      - 1. Lindsay motions to approve Jeannie's induction into the CC  
Avery seconds the motion  
Motion passes. Welcome to the CC Jeannie.
  - b. Auditor Nomination
    - i. Ryan Vandel has been named the CC's auditor
      - 1. Lindsay motions to approve Ryan Vandel as the CC's auditor  
Mikaela seconds the motion  
Motion passes. Welcome to the CC, Ryan, and Thank you!
  - c. Spring Extravaganza – scheduled for March 11
    - i. Hire Auctioneer
      - 1. Discussed 3 auctioneers as possibilities
        - a. Have already reached out to Norman Ropp of Ropp Auctions. He wanted to look at his schedule prior to commitment.
        - b. Also discussed back-up auctioneers as Scott Roy, who did the auction last year, and Ed Arnold, who participates in other local fundraising auctions.
        - c. Last year, 7<sup>th</sup> and 8<sup>th</sup> graders assisted in showcasing items to the crowd, this was helpful for viewing. Consider for this year again.
      - 2. Soliciting Donations/Class Projects AND ...
      - 3. Volunteer Coordinating
        - a. Class Baskets – this will be Jeannie's first project, to help the class liasons communicate with teachers to solicit an auction basket from each class, similar to last year. Liasons can also look for "deals" in the community to assist in basket donation content ideas – and share with classroom parents!
      - 4. Advertising
        - a. Brenda will help make flyer for the event, similar to last year's.
        - b. Lindsay will help hang them up around town at businesses when the time is closer.
      - 5. Entertainment
        - a. See details under "6" regarding meal
        - b. Fee/Team for dodgeball. Minimum # of players per team.
        - c. Mini Cheer Squad – Lindsey Bond is willing to help with this again.
        - d. Silent auction to be held in hallway between gym and cafeteria, with cafeteria utilized for meal, to encourage silent auction participation and increase ease-of-access for both the meal and the silent auction.
        - e. Coach Busick refereed last year – people really enjoyed him.
      - 6. Concession Stand-Style Meal

- a. Coke contract for events (as this is not a BBall game) – check on these details to see if we can avoid using Coke-only in order to save \$ on meal.
      - b. Increase meal fee from \$5 to \$7 and consider an additional side option (Coleslaw?).
      - c. See location details under “Entertainment”, finalization to come.
    - 7. Idea to sell yard signs/spirit signs at the event, see below for quotes provided by Adriane
  - d. Valentine’s Day Field Trip Funding Request
    - i. Mrs. Davis is requesting a field trip for the 5<sup>th</sup>-8<sup>th</sup> graders. They would like to go February 17<sup>th</sup> to the bowling alley in Chillicothe. Cost would be \$8/kid, which would total \$344.
    - ii. Lindsay motions to provide Mrs. Davis a signed blank check for the cost of the field trip  
Mikaela Seconds the motion  
Motion Passes. Check to be provided to Mrs. Davis, Mrs. Davis to provide CC the receipt following the event, to log the event total and provide evidence of appropriate use.
  - e. Spirit Signs
    - i. Adriane was able to obtain quotes for yard signs.
      - 1. Tyler Willey – a local contact – can do a 24”x18” yard sign, single-sided, full-color for \$15 per sign. (Includes yard-stake)
        - a. He would take on designing
      - 2. Custom Imprints can provide the exact same specifications for \$8.50 per sign.
        - a. Upload your own design
    - ii. More discussion to come from this. Tyler has already been asked to provide sponsorship signs in the future, so going with the most cost-effective option for this may be the best route taken.
6. Open Floor Discussion/ Community Comments
  - a. None at this time.
7. Adjournment
  - a. Lindsay motions to adjourn the meeting  
Mikaela seconds the motion  
Motion passes, meeting adjourned
8. *Next Meeting: February 7<sup>th</sup>, 2023. PV Cafeteria, Open Meeting*

**\*\*SEE BELOW FOR POST-MEETING MINUTE UPDATES\*\***

## **Post-Meeting Minutes:**

(Within 24-hours following the CC Meeting, by written communication between board members.)

### **Agenda Item 5a: Volunteer Coordinator Nomination**

- Jeannie Little has accepted the position and has been added to communications via phone, text, and email.

### **Agenda Item 5b: Auditor Nomination**

- Ryan Vandel has been contacted about his acceptance within the CC as auditor.
- Ryan has suggested a financial software called "Treasurer's Finance Manager" which works with Excel and Google Sheets. It is a one-time \$49 purchase for the software, but would make reports much easier and clear-cut. It is a highly-rated PTO software.
  - o Mikaela motions to purchase the software  
Kelsey second's the motion  
Motion passes, software will be purchased and will begin being utilized immediately.

### **Agenda Item 5c: Spring Extravaganza, subsection i. Hire Volunteer**

- Norman Ropp has confirmed his schedule and has volunteered his services as Extravaganza Auctioneer.

### **Agenda Item 5c: Spring Extravaganza, Subsection iv. Advertising**

- Brenda has agreed to assist in communications. She will send out a SAVE THE DATE notification to encourage dodgeball team formations. Sign ups will be located in the PV office, or by contacting a CC member.