

Pleasant View R-VI Community Club Meeting Minutes

1/15/2024, El-Toro Restaurant (location moved due to snowstorm per request of R. Steinhoff, Superintendent), Open Forum

Meeting Called to Order @ 6:30 pm by Avery McCauslin, President

Board Members in attendance:

Avery McCauslin, President | Mikaela Ledford, Secretary | Amy Martens, Treasurer | Jeannie Little, Volunteer Coordinator

Board Members absent:

Lindsay Stevens, Vice President

General Members in attendance: none

1. Welcome, Prayer, and Introduction
2. Treasurer's Report
 - i. Balance of \$26,020.02 at the beginning of December
 - ii. Expenses: \$1628.63
 1. Christmas Program: \$100
 2. Penny Wars Rewards: \$69.14
 3. Spirit Wear Inventory: \$1459.49
 - iii. Income: \$5993
 1. \$2493 Spirit Wear
 2. \$3500 Advertising Sponsorship (\$2500 Lamma Excavating & \$1000 Wright Memorial Hospital)
 - iv. Balance at Month-End = \$27,943.89.
3. Volunteer Coordinator
 - a. Jeannie reports that she has just received the home schedule for the winter basketball games, and will begin working on creating a sign-up link.
 - i. Goal: to post this sign-up link to Class Dojo by 1/19.
 - b. Jeannie will also be speaking with all of the class liaisons to begin talking with each classroom about their auction donations.
 - i. Goal: Classroom ideas needed by 1/31.
4. Old Business Items
 - a. Playground Update
 - i. Playground is still in production, and we have not received a ship date from Next Generation Recreation.
 - ii. Plan is to store the playground (until the projected Summer 2024 installation) to the south of the school near the storage shed.
 - iii. As soon as we receive the playground, we will need to submit a letter to the school board, for liability reasons, gifting the playground equipment to the school. Mikaela has a gifting letter template for us to use.
 - iv. \$3500 left to raise to cover the cost of the playground installation and surfacing materials.
 - b. Sound System

- i. \$13,045 quote (Sweetwater #9215294) received from the school board as a fundraising goal. The actual price spent could be lower depending on sales at the time of purchase. See Appendix C.
 - ii. The new sound system will have Bluetooth capabilities.
 - iii. An idea was discussed to purchase a video recorder and laptop, which could be plugged into the new sound board, and both the Spring and Christmas programs could be recorded and copies sold as a fundraiser. This idea was suggested if the actual cost came in significantly lower than the quote price, pending enough funds had been raised. Idea tabled until after the Spring Extravaganza.
- c. Advertising Sponsorship
 - i. Avery hasn't started heavy solicitation outside of Class Dojo and the school's Facebook page.
 - ii. Current sponsors include: BTC Bank, Danny Westcott Trucking, Lamma Excavating, Century 21 Trenton, and Wright Memorial Hospital – all of whom are top-tier \$1000+ level sponsors.
 - iii. Banners have been printed by Graphicx King, and are pending pick up this week.
 - iv. It was discussed using heavy duty magnetic hooks to hang the banners up on the gym walls, due to us only having access to a ladder and not us not wanting to rent a lift for banner hanging. It was unanimously agreed that we would purchase magnets.
 - v. The goal is to have the banners hung before the first home basketball game on 2/15/24.
- d. Grants
 - i. Walmart Local Community Grant application was received for \$1000 from Walmart facility #203. Check date 12-29-23 Check # 268782. Mailed to school address.
 - 1. We can submit a maximum of 25 applications and/or receive up to 25 grants per grant cycle year. Quarterly application process. Maximum \$5000 per request awarded.
 - ii. Application submitted for MFA Agri-Services Grant on 12/14/23 for \$2000 to help purchase new Lifetime Commercial 8-foot Nesting Tables, as requested by school custodial staff.
 - 1. Quarterly application process
 - iii. Letter of Interest submitted to US Bank Foundation on 12/19/23 for a \$5000 grant for the purchase of the new sound system. Request ID: 91619521
 - iv. R. Steinhoff requested that the CC explore grants specific to 501(c)3 organizations to help cover the cost of (12) Smart Boards at an estimated cost of \$3271 each. It was unanimously agreed that we are willing to apply for grants for this, pending board member schedules. Plan is to apply for the Mahomes 15 Foundation \$15,000 grant for this purpose. Amy Martens did mention she would be willing to help with future grant writing.
- e. Christmas Program
 - i. 72 bags leftover from the programs, which were distributed to students.
 - ii. We made way too much snack mix - recommend ½ the amount for next year.

1. Amounts purchased in 2023 are logged on the CC Drive for reference.
 2. (80) brown paper bags are in storage inside the CC file cabinet
 - iii. 2024 Goal: Make 150 bags
 - f. PTO Insurance
 - i. Mikaela submitted (3) options for consideration including: PTO Today, AIM, and RVNA. See Appendix A for a comparison chart.
 1. R. Steinhoff will add the CC as additionally insured under the school's insurance policy, with the request the CC adds the school to be covered under our policy.
 - ii. A motion was made by Jeannie to purchase PTO liability insurance from AIM for \$740/year, and to include Pleasant View R-VI School as additionally insured under this policy.
 - iii. Motion was seconded by Amy Martens.
 - iv. None opposed, all in favor.
 - v. Motion passes, Mikaela will move forward with the purchase.
 - vi. AIM insurance policy will require a monthly audit and review of our monthly bank statement by someone who does not have bank access. This role will be assigned to the Volunteer Coordinator. Amy has agreed to print out the previous month's bank statement, a copy of her treasurer's report, and will staple this to an audit form for Jeannie to complete. We will continue with yearly audits by Ryan Vandel, CC auditor & accountant. All board members were in agreement of this.
 - g. Spirit Wear Fundraiser Recap
 - i. Tabled until the February meeting when Lindsay is present to give an update.
5. New Business Items
- a. Board Member Roles
 - i. A motion was made by Jeannie for Avery McCauslin to move to Secretary, and Mikaela Ledford to move to President.
 - ii. Motion was seconded by Amy.
 - iii. None opposed, all in favor.
 - iv. communityclub@pleasantviewr6.org email will be assigned to Mikaela, pvr6ccsecretary@gmail.com email will be assigned to Avery.
 - v. Avery will take a copy of these meeting minutes to BTC Bank for bank access changes. See Appendix B to these notes for BTC bank letter.
 - vi. Avery will contact Brenda to have Class Dojo access switched over to Mikaela ASAP.
 - vii. Control of the meeting was transferred to Mikaela.
 - b. Extravaganza
 1. Fundraising Goal: \$20,000
 - a. \$15,000 Sound System
 - b. \$4500 Playground
 2. Soliciting & Donations
 - a. Flyer needs to be made - Mikaela will ask Brenda for help on this.

- b. Mikaela has copied the list of Extravaganza donations from 2023 and created a new spreadsheet on the Drive.
 - i. $\frac{1}{3}$ of the donor list has been called by Mikalea, and she has already secured some donated items.
 - ii. Help is needed to pick up items when they are ready. Avery and Jeannie have agreed to help with this task, as needed.
 - c. Deadlines
 - i. Initial donation deadline: February 23, 2024
 - ii. Donors may call to add their donated items to the auction list by Thursday, Feb. 29. These items will only be received up until Wed. Mar. 6. Any items received after this date will be held over until the 2025 Spring Extravaganza. This was unanimously approved by all board members present.
 - d. New donor ideas suggested (Touch & Glow Spa, New Hair Salon in town, Hostetler's)
 - e. Donation ideas for businesses suggested
 - i. Create a wish list of items
 - ii. Dollar amount to combine with other donations to purchase large items
 - iii. $\frac{1}{2}$ as many silent auction items, consolidate smaller/similar items to create baskets for the live auction.
 - f. Dodgeball Tournament
 - i. Ask Brenda to help again with the team sign ups
 - ii. Carry over same team fee from last year
 - iii. Paper sign up form in office for dodgeball teams
 - g. Advertising
 - i. Avery will speak with owners of digital billboard to have an ad running 2 weeks prior to event
 - ii. Avery will help distribute flyers around town to local businesses
 - h. Concession Stand
 - i. Pulled pork available in concession stand - sandwiches, pulled pork nachos
 - 1. Assign Lindsay to speak with HyVee about donation and possibly smoking meat like last year for us.
 - 2. We need to determine how much to buy. Any leftover meat can be auctioned off at the end of live auction.
 - ii. No meal will be served in the cafeteria this year.
 - i. Digital Payments
 - i. Amy will check into app/website platforms for nonprofits where we can accept credit/debit card payments at future fundraising events.
 - ii. Goal is to find one with no credit card processing fees, and where both buyer and seller are protected.
3. Home Basketball Games

- a. 1st game is on 2/15.
 - i. Mikaela and Amy plan to make a few dozen cookies to sell in the concession stand that night
- 4. Field Trips
 - a. Mikaela will contact Brenda to reach out to the teachers to get projected budgets for end-of-the-year class field trips.
 - b. Plan is to review this data at our next CC meeting in Feb.
- 5. CC Newsletter
 - a. Mikaela plans to roll out a newsletter this month with board member changes, and general CC updates.
- 6. Adjournment
 - a. Motion to adjourn was made by Jeannie.
 - b. Motion was seconded by Avery.
 - c. Meeting adjourned at 8:00pm.
 - d. ***Next Meeting: February 5, 2024. PV Cafeteria, Open Meeting***

