

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

*2/5/2024, Pleasant View R-VI School Cafeteria, Open Forum  
Meeting Called to Order @ 6:30 pm by Mikaela Ledford, President*

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

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

### **Board Members absent:**

None

### **General Members in attendance:** none

1. Welcome and Introduction
2. Approval of Minutes from the January 2024 Meeting.
  - a. Motion by Jeannie, Second by Avery
  - b. All in favor, none opposed. Motion passes.
3. Old Business Items
  - a. Treasurer's Report
    - i. Balance of \$27,943.89 at the beginning of January.
    - ii. Expenses: \$955.00
      1. Advertising Sponsorship Banners: \$190
      2. PTO Insurance Premiums: \$765.00
    - iii. Income: \$2512.00
      1. \$1000 Grant (Walmart)
      2. \$1500 Advertising Sponsorships (\$1000 Century 21, \$500 Ewing Towing & Repair).
      3. \$12 Spirit Signs
    - iv. Balance at Month End = \$29,500.89
    - v. Tax receipts Folder is located under the Drive (NEW for 2024 Extravaganza)
    - vi. Treasure Drive Folder - access has been provided to Amy's account for access to audit paperwork, etc.
      1. Ay keeps the hard copy, another copy is scanned to the Drive.
      2. Jeannie will work on this month's audit form and return it to the CC mailbox
    - vii. D/T Audit: Amy needs ALL receipts from any purchases to comply with our PTO insurance policy
    - viii. BTC Bank online and app access issues have been reported as resolved
    - ix. 1099 Form received from Dynamic Tax & Accounting, LLC
      1. Goods, products, and reimbursements are excluded from needing 1099s
      2. Services, labor, and rental fees in excess of \$600 require a W-9 from the independent contractor, and a 1099 submitted by January 31 of the following calendar year.
        - a. We did not have any purchases from 1/1/23 - 12/31/23 that warranted sending out 1099 forms

- b. For the 1/1/24 - 12/31/24 calendar year, the playground installation will require a 1099 form. We do have a copy of the W-9 from the playground company on file in the Drive.
  - b. PTO Insurance
    - i. Total payment amount for 1 year (12 months) of coverage was \$768.00 (this includes the addition of media coverage, which added a discount to the overall fee).
    - ii. Coverage overview is located on the Drive, and documents can be shared if desired.
    - iii. Coverage runs from 2/1/24 - 2/1/25.
    - iv. The Community Club is listed as “additionally insured” by the School District’s insurance policy as of 1/29/24.
    - v. The School District is listed as “additionally insured” by the Community Club’s insurance as of 2/5/24.
  - c. Playground Update
    - i. Equipment has been delivered
      - 1. Thank you to Derek McCauslin & Damien Little from the school board who helped unload the equipment off of the semi
    - ii. Derek McCauslin performed the inventory, all ordered materials accounted for and no damage noted upon inspection.
    - iii. Installation plans are for the second week of June, 2024.
    - iv. The Property gifting letter has been submitted to the school, and approved by the Superintendent and School Board.
    - v. There are several families interested in helping with the border installation and spreading the loose fill surfacing materials this summer, we will consider a work day on a summer weekend.
  - d. Advertising Sponsorship
    - i. Banners have been hung in the gym. Magnets working well, require 4 magnets to each banner.
    - ii. New sponsorship: Ewing Towing & Repair (\$500)
  - e. Grant Updates
    - i. No word on MFA-Agri Services grant for the banquet tables
    - ii. Grant request has been submitted to the CC for the consideration of purchasing a new Blue Jay mascot costume. The current one is very old, has a terrible smell, and the zipper on the back is broken. We do have student interest in wanting to be the school mascot for events. Funds needed: \$2000. Avery has agreed to look into applying for a grant for this project. All members in agreement, none opposed.
  - f. Volunteer Coordinator
    - i. Basketball concessions update - For the 2/15/24 game there are 6/9 spots filled. For both March games, there are 4/9 spots filled.
  - g. Spirit Wear Fundraiser Recap
    - i. Cost to Graphics King: \$1459.49
    - ii. Total Income: \$2440.50

- iii. Profit: \$981.01 (Last year: \$1210)
- iv. Leftover Spirit Wear Inventory - to be used in Extravaganza baskets
  - 1. (1) Youth Medium SS T-Shirt with circle design
  - 2. (1) Youth Large Crewneck with circle design
  - 3. (1) Adult 2XL Crewneck with Legacy design
  - 4. (1) Adult Large Crewneck
- v. Board Member Roles
  - 1. Bank, Dojo Access, Facebook, and CC emails etc. have all been successfully transferred from Avery to Mikaela, and vice versa.
- vi. Basketball Game Concessions
  - 1. Plan for 1st game is for the walking tacos on the menu, and to use the 10# hamburger in the CC freezer. We will purchase an additional 10# of hamburger from HyVee for a total of 20#.
  - 2. Subsequent games in March will trial a baked potato option
  - 3. Use of leftover large, to go styrofoam containers for pretzels + cheese seems to work very well.
  - 4. Pretzels are going over well. We have 1.5 boxes in the CC freezer, and 3 boxes are being stored in Mikaela's home freezer.
  - 5. Plan is to cook (2) cans of cheese at the first ball game.
- vii. Field Trips
  - 1. Pre-K & Kindergarten are the only classes that have reported their Spring field trip request. Request is to go to the KC Zoo, and they will need to pre-purchase tickets. They would like to buy the Platinum Value Rides Wristbands for each student. Cost is \$22 per student. They are requesting \$15/student with parents covering the additional \$6. Total cost: \$569.00.
    - a. Motion to approve this request by Avery, 2nd by Lindsay.
    - b. All in favor, none opposed. Motion passes.
  - 2. Field trip request was made by Mrs. Davis for the 5th-8th grade Valentine's day trip. Cost: \$368
    - a. Addenda 2/9/24: A motion as made by Avery to approve this field trip request, seconded by Jeannie. All in favor, none opposed. Motion carried.
- viii. Extravaganza
  - 1. Fundraising Goal
    - a. \$3000 playground, 1st priority
    - b. \$15,000 sound system, 2nd priority
    - c. We will advertise for a total goal of \$20,000. We will count recent donations from the Advertising Sponsorship toward that goal.
  - 2. Flyer
    - a. Has been made. Will distribute to backpacks in the next 2 weeks.

- b. Need help distributing to businesses. Jeannie and Lindsay both offered to help with this.
- 3. Business Donations
  - a. Full list on the Drive has been called, plus a few more that have not previously donated (or that didn't donate last year)
  - b. Waiting on several callbacks, and Mikaela will start her 2nd attempt to contact these businesses within the next two weeks.
- 4. Deadlines
  - a. February 23rd is the initial donation deadline, and donors who have not brought their donations in may call and make arrangements for a later dropoff date.
  - b. March 6th is the final deadline – the only exception will be made for food-items that we know of ahead of time. They will be accepted up until March 8th, IF plans are made with the CC prior.
  - c. We hold the right to combine smaller donations as we see fit, within reason.
- 5. Billboard Advertisement
  - a. Avery called and checked on using the digital billboard in town to advertise the Extravaganza. We were offered a free spot for 2 weeks prior to the event IF no other paying customer takes the open spot.
  - b. We were offered a guaranteed spot for the 2-week period with payment of \$87 (prorated fee, 50% off regular prices). It was unanimously agreed upon to go with the free option.
  - c. Mikaela will write a thank you
  - d. Avery will create and send the design to Molly Barnett who owns the billboard
- 6. Concession Stand/Meal
  - a. Lindsay has secured pulled pork from Hy-Vee for the meal (45-50#).
  - b. The person from Hy-Vee who smoked the meat last year has retired. Jeannie plans to ask Kelly from HyVee to see if he is interested in helping with this.
  - c. Lindsay will contact Sonic about donating hamburger buns again this year.
  - d. We may need to make another Sam's Club run for pretzels if we run out before the Extravaganza.
- 7. Digital Payments
  - a. A Community Club PayPal account has been made. Their fees for taking digital payments are 1.99% plus \$0.49 transaction fee.
  - b. It was discussed that we would need to charge a 3% fee to cover our extra costs for this payment method.

- c. We would also need extra volunteers to implement this, one person designated for Paypal transactions, with access to a computer that had internet access to verify payments went through. It was also discussed to display a QR code with a direct link to our Paypal site.
- d. There would be an option to use PayPal for a “school store” where items like spirit wear could be purchased year-round.
- e. It was suggested to trial this form of payment at a winter basketball game, but it was unanimously agreed upon that this wouldn’t be a good option.
- f. We agreed to table this discussion to address at the next meeting.

#### 4. New Business

##### a. Extravaganza

##### i. Volunteer Coordinator

- 1. Jeannie will start working with Mikaela on volunteer needs to create a sign up link. Jeannie will be added to access the CC Drive.
- 2. We will recruit based on volunteer needs
- 3. TBD: Training night for volunteers the week before the event.
- 4. Board Members will be asked to help walk auction items during the live bidding. Mikaela will ask them at their next meeting: Tuesday, 2/13/24.

##### ii. Funding Goal Table

- 1. Avery will make an information poster about the playground install and new sound system to display at the Extravaganza.

##### iii. Auctioneer

- 1. Mikaela has been in contact with Norman Ropp. We have a few clerk sheets leftover from last year, and Norman will send additional copies to the school with his grandkids.
- 2. Re-confirmed the date, ticket file box, bidder numbers, MC, auctioneer-friendly list of items, bidder assistance, assistant auctioneer (Richard), and PA systems (he is bringing his for a backup, but plans to use the school’s sound system).

##### iv. MC

- 1. Intro/Welcome/Schedule: Mikaela
- 2. Auctioneer Assistance (reading off items): Avery
- 3. Dodgeball: Consider a volunteer sports MC to introduce teams and make comments throughout

##### v. National Anthem

- 1. Email has been sent to Mrs. Kinney to see about having 7th/8th grade student involvement.
  - a. No response

##### vi. Referee (Dodgeball)

- 1. Coach Busick has agreed

##### vii. Dodgeball Teams

1. Link sent out with newsletter. Will re-post closer to the event.
  2. No formal team sign ups have been submitted yet.
    - a. 3 teams are currently forming
- viii. Entertainment
1. Mrs. Bond was asked to include a Mini Cheer performance
    - a. Addenda 2/13/24: Mrs. Todd & the 7th/8th grade cheerleaders are conducting the Mini Cheer camp with performance during the Extravaganza with interested Kindergarten-4th grade students.
  2. Previous suggestion to invite All In Motion dance to perform
    - a. Addenda 2/10/24: It was unanimously decided to not include this option for entertainment.
- ix. Tables
1. Avery will contact Trenton First Assembly to see about borrowing
- x. Class Donations
1. See spreadsheet on Drive
  2. No response from 8th Grade
  3. More info provided to KEYS preschool liaison
- xi. Donations
1. See spreadsheet on Drive
- xii. CC Donations
1. Discussion about the small popcorn and snow cone machines
    - a. Unsure who owns these, possibly preschool?
    - b. Consider auctioning off if no one uses them or claims them
      - i. Addenda: Mrs. Steinhoff says that both the small popcorn machine & snow cone machine belong to the school. They will not be auctioned off during the Extravaganza.
- xiii. Entrance Fee
1. Waiving this year
  2. Will set donation buckets at the entrance and by concessions
    - a. Consider asking pre-K or Kindergarten decorate the buckets
- b. Concessions
- i. Concessions were open for a private event (Girl/Boy Scouts Pinewood Derby)
    1. 2/3/2024
    2. Profit (before expenses): \$285
- c. Summer Spirit Wear
- i. Unanimously declined this idea
5. A motion was made by Avery, and seconded by Jeannie to adjourn the meeting. All in favor, none opposed. Meeting adjourned at 7:30 PM.