

MINUTES OF THE MEETING

Host Organization: Spring Trail Elementary PTO
Meeting Ex Officio: Kevin T. Bush, President Spring Trail Elementary PTO
Date of the meeting: August 23, 2021
Time meeting started: 630 pm cdt
Time meeting adjourned: 735 pm cdt
Place of the meeting: Spring Trail Elementary School
of in-person members: 0
of remote members: 6

Note: Our By-Laws Article VI Section 3 Quorum is satisfied and, therefore, all requests made of the board, seconded and not opposed will stand pursuant to Article XI of the By-Laws.

- Budget for event \$3,650
T-shirts just over \$2,550
\$150 for water
some money taken from water estimate for bags for prizes
\$75 for individualized packaged snacks (goldfish or something similar)
\$25 for paper or plastic cups
Prize estimate \$1,000
Top 10 collectors: Kids fitness Tracker(\$28 each) Also a free pair of socks donated by Dick Pond (only for top 10 collectors) Empower of Carol Stream gave 10, \$10 gift cards for the top 10 collectors. These 10 children will also receive everything listed below.
\$75+ Kanoodle Game (\$15 each) (including all other prizes from all other tiers)
\$40-\$45 Spring Trail Mask (\$5/ for cotton) (and 2 smaller toys)
\$15-\$40 Wacky Track and mini Pop-it Key Chain (\$1.50 each)
Up to \$15 Wacky Track Sensory Toy (\$.75 each)
DickPond gave postcards for free socks with a \$25 purchase for each child.
- Spreadsheet of prizes and bags to be updated by Alison
- A picture of the prizes will be on the Letter to go home. The letter will be sent home by the teachers and also posted on our website. Prizes will be bagged possibly by Claire, Alison, Joanna, and Mary on the 22nd.
- A table will be set out to distribute t-shirts day of, then the water and snacks will be given out there as well.
- We will look at the average size for each grade and order up one size. We will also order t-shirts for staff and PTO members.
- Shannon will get shirt design in by tomorrow 9/24 and we will get to Dr Kendryna for Approval. Dan is the backup designer. Donation form to be approved by Dr Kendryna as well.
- The letter and shirt design will be sent to Dr Kendryna to approve
- Once approved, Alison will send the design to Squeeze Bros (our shirt company) They will then send it back to us for Dr Kendryna's final approval.
- Order shirts by 9/28/21. Turn around time is 7-10 days

- Shirts will be orange with our logo in black on the front (currently being designed) The back will have our sponsors written in black. Larger donors will be written in larger print. Squeegee Bros will be the largest and written first as per our deal on the shirts.
- Donation form to be posted by Joanna on our website
- Kevin is asking Dr Kendryna how the order of events will go for the day of the Walk-A-Thon and do we have a contingency plan or rain date? Also if we are able to have the children hand their forms and money into their teachers. If not , how do we collect?
- State Taxes filed by Kevin today 9/23