

## Forest Hills Elementary PTO Board Meeting

August 28<sup>h</sup>, 2023, 6 pm (TEAMS)

- I. Call Meeting to Order
  - Welcome
  - Establish Quorum
  - Approve May Meeting Minutes
  
- II. Old Business

LINK: [w May 17 Meeting Minutes.docx](#)

  - 23/24 PTO Board
  - Alternative to Smencils
  - 23/24 Spirit Shirts
  - 23/24 Fundraising Goal(s)
  
- III. New Business
  - a. OPEN HOUSE
    - Recruitment
    - Table (Shifts and Duties)
    - LEAD:
  
  - b. T Shirts
    - Status
    - Pre-Orders
    - LEAD: **Amanda**
  
  - c. FALL FUND- Double
    - Status of Brochures
    - Dates (2 week life cycle)
    - Communication Plan (Parent Link)
    - LEAD: **Sarah C.**
  
  - d. Yearbook Pricing
    - Last 3 Year Price Points
    - 2023 Price: \$20 - \$30
    - Advertisement Plan
    - LEAD: **Rosalind H.**
  
  - e. Fall Festival
    - Dates 10/27 @ 6:00
    - Vendor - Food Truck Guy
    - Pre-Sale - \$1 Tickets (Individual) / \$5 Dance Admission
    - Committee Member Duties and Responsibilities
    - LEAD:
      - **Clark / Robert / Jon (Contacting for Food) / Robert - (Police Detail)**
      - **Amanda (Lease)**
      - **Mr. Huff - Art Teacher Participation**
      - **Rosalind (Art & Craft)**

- f. Formal Transition Plan from 22-23 Board
  - Request for GRACE and PATIENCE during transition
  - Special Board Meetings TBD
  - Communication Plan 23-24 Board Members
    - REMIND GROUP: [https://groupme.com/join\\_group/96033223/2BWKSKUL](https://groupme.com/join_group/96033223/2BWKSKUL)
  
- g. Actionable Tasks
  - FINALIZE 23-24 Calendar of Events and Meetings

IV. Treasurer Report

V. Principal Report

VI. Questions/Comments/Concerns

Adjourn Meeting