

**John Paul II Academy PTO Executive Board**  
**Tuesday, January 9th Meeting Minutes**

**Members present:** Lynn Wilt, Rachel Reccius, Melinda Goff, Judy Sampson, Julie Davis, Jennifer Fichetola, Shelly Junuzovic, Krista Roach, Melissa Goens, Kesia Hatcher

**Members absent:** Amanda Volpe

The meeting began at 6:02pm and Shelly led us with a prayer.

**Introductions (Rachel Reccius)**

New member! Amanda Volpe - mother of Jaylen - 1st grader - new family to JPIIA. She may be able to get donations for the raffle baskets for Comedy Night from a photographer and possibly other business owners. Amanda couldn't be at tonight's meeting, but we are happy to have a new member! Welcome!

**Secretary's Report (Krista Roach)**

- Motion to approve minutes - Melinda, 2nd Rachel & Krista
- Krista gave Aspen Young's prize to her (Carol delivered)
- Facebook Shop: sold about \$16 (shirts/cups) prior to Christmas
- More report under Comedy Night

**President's Report (Rachel Reccius)**

- Arranged jobs/roles for Comedy Night
- Helping to finalize wine license for Comedy Night
- More report under Comedy Night

**Vice President's Report (Shelly Junuzovic)**

- Report is under ongoing fundraising

**Treasurer's Report (Judy Sampson)**

- Miscellaneous donation \$200 to PTO from anonymous donor
- Yankee Candle - a little short (Krista owes \$40 for two candles - Lemon Lavendar and Candy Cane)
- Buckheads - \$193.42
- Mods Pizza - \$210
- Rocky's - low (night of Christmas program)
- Box Tops - \$722 (Lynn said came in yesterday)
- One Christmas restock gift (receipt) from teacher has been turned in
- Candy Bars - Missing 3 boxes, missing 3 payments. Pam offered to take boxes to sell at upcoming St. Barts events
- Overall budget - more in than out
- Budget - board will need to do this in March so we can submit it in April
  - Julie to ask teachers for ideas for next year's needs

**Principal's Report (Lynn Wilt)**

- Report given throughout the meeting/under Comedy Night
- Offered two complimentary Comedy Night tickets for Jay Comstock for all of this hard work with so many events with our school

### Teacher Representative Report (Julie Davis)

- New 6th grade teacher - Mr. Jim Robinson - Melissa motioned and Shelly 2nd to get him the \$125 start up funds that other teachers have received this year (he is to turn in receipts)

### Room Parent Coordinator's Report (Jennifer Fichetola)

- Valentine's Parties to be on Tuesday 2/13/18 (Wednesday 2/14/18 is Ash Wednesday)

### Major Fund Raising Coordinator's Report (Melinda Goff)

- Melinda asked about set up. Board then discussed the following:
- **Details of Comedy Night**
  - Brad to do a quick 5 minute standup before the show
  - 90 minute show
  - Doors open 6pm, show begins 7pm
  - Lineup confirmed: Bob Batch, Donna Watts, Sean Smith (relative of Dawn Gee; Melissa sent FB message to her and asked to advertise on show, but she can't/schedule is full)
  - We have full sheet reservation forms, 1/2 sheet reservation forms
  - We have sponsored flyer - Judy created poster size ones which we will alter slightly to include contact info (school address and Rachel's cell phone number)
  - Rachel to make copies of reservation form and get to school for Titan News 1/17/18
  - Krista to send 1/2 sheet reservation form to PTO and Parishes
  - Judy to revise posters with school address and Rachel's cell# - will bring to school to send home with Lucy, Olivia, Rashad, Jack so we can distribute
  - Krista created a FB event in the PTO page - getting decent response/shares right now
  - Lynn said the school will advertise on FB next week
- **Payment**
  - We owe Tom \$1200 night of event
  - We need at least 80 people at \$15/ticket to break even. CC holds up to around 300.
  - Presale Payments sent to school will go to Ann. Ann to make copy of check for Krista. Krista to keep master list of guests - will need this printed at the door night of.
  - Square - need two card readers - one for door, one for refreshments (Krista has the readers)
  - Tickets:
    - Presale: cash or check - send to school office
    - Night of: cash or credit card (Krista to set up Square w/ help of Lynn for banking info)
- **Set up - Jason (night before), Board members the night before and several hours before event**
  - NEED: put baskets together (need tissue paper, ribbons [Jennifer has this], table numbers on tables, tablecloths (maybe), put signs up at door w/ price of ticket/advertise split the pot/raffle baskets/door prizes, tickets for door prizes and raffle tickets, sign up at refreshments w/pricing
  - Melinda to send email to Parish office to be sure the entire weekend of event is blocked off for the Community Center
  - Jason to set up the night before - Need to get a diagram to Jason the week of. Planning for rectangle tables w/ 6 or 8.

- **Door/payment night of event- Melissa and Lynn to work**
  - NEED: table, two chairs, pens, (receipt book?), cash for change, list of presale guests, Square card reader for credit card payment, welcome sign and sign for cost of tickets(?), one or two people to 'usher' them to their table(?)
  - Assign tables as guests arrive.
  - Be sure to have some tables reserved for those who buy presale - there will be a list of people who purchased those presale tickets
  
- **Sound - Melissa to contact Jay Comstock**
  - NEED: one microphone, a phone for music
  - Melissa to give Jay Rachel and Melinda's phone# to contact for set up sound
- Music before event/intermission/after event- will need to use someone's phone for music.
  
- **Food - popcorn (per Rachel) & pretzels (per Jennifer)**
  - NEED: bowls, napkins(?)
  - To be placed on tables
  
- **Door Prizes: Rachel to arrange**
  - NEED: gift cards/items for the prizes
  - If anyone can secure some gift cards/extra donations that we can use for door prizes, that would be very helpful!
  
- **Split the Pot: Judy & Bob Goens to work**
  - NEED: money belts, change, decks of cards (Krista can get cards)
  - Sell before show, during intermission, and at the bar
  
- **Raffle: Melinda to work**
  - NEED: tables, pens, tickets, bins to place tickets, pens, type out list of contents w/ estimate of value
  - Krista passed around a list of secured donations and those that are in the works
  - Follow up on donations from last meeting:
    - KY Down Under - no per Melanie
    - Holiday World - no per Pam
    - Actors Theater - yes per Rachel
    - Louisville Bats - Krista submitted request, awaiting response
    - Heine Bros. - Krista submitted request, awaiting response
    - Chelle Bell's Creations- Judy will get this
    - Yankee Candle basket - per Shelly and Judy
    - Candy basket - Melinda to put this together
    - Texas Roadhouse - per Melissa
    - Popcorn Station - per Melissa
    - Trinity - per Pam, has a little bit
    - Mercy - per Rachel
    - Other High Schools- Rachel to continue to work on

- **Refreshments: Jennifer and Krista to work (set up back of CC/'U'shaped tables)**
  - **NEED: tables, buckets/bins, ice, sign with prices**
  - Available for purchase:
    - beer & wine
    - cans of soda (PTO to buy; make more money on cans)
    - candy bars
  - Melinda to order beer & wine the WEEK OF the event through distributor; Melinda will contact Kristy who will help with ordering and get a delivery date set up.
  - Brad to take mobile cart around to tables night of event

#### **Ongoing Fund Raising Coordinators' Report (Shelly Junuzovic)**

- Yankee Candle
- Think about Dine Out nights for next year because we will need to schedule this May
- Ok to drop December 2018 dine out due to low turn outs - we agreed as a board. If we drop one, we will have 9 total dine out nights, Shelly considered dropping Rocky's. If we decide to add a different choice next year, we discussed other possibilities: El Caporal, El Nopal, Bearno's, Wendy's (but they didn't get back to Shelly after multiple tries)
- 1/17 angios
- 2/21 chic fil a
- 3/13 Mods
- 4/18 Buckheads (1pm dismissal)
- 5/15 Rocky's

#### **Members at Large Report (Pam Demling, Kesia Hatcher)**

- **Pam:**
  - New Spirit sales - Pam has the proofs for some new items- passed around to show board. Colors of tshirt can be flexible.
  - Trying to figure out online shop for spirit wear, Pam's contact Sherry, who helped with design of spirit wear, does something like this for Bullitt Co. schools. Pam will ask if Sherry can assist us with online shop.
  - Jennifer asked about customization of tshirts for team sports "archery", "cheer", if they already have the mold/stamp for those words. Pam to ask about this.
- **Melissa:**
  - 2/2/18 Catholic Schools Week - Carnival
  - Morning group (preK-3) 9am, Afternoon group (grades 4-8) 11:30am-1pm
    - Melissa has her daughter, Katie and some other Bellarmine students to help
    - Pam can come 8:45am - 11am to help
    - Krista can be flexible all day to help
    - \*ask grandparents
  - For kids: Card w/yarn around neck with all games on it so they have it with them as they go to each game. Easier than keeping up with individual cards to hand out. Julie has yarn she will send home with Jack, Melissa's son
  - Each kid will be given a bag to carry their items in.
  - To have tables and chairs for kids to sit down and snack
  - Goody bag Playdough and cookie cutter "thanks for coming to the Carnival" - PreK-3rd grade

- GAMES/SNACKS for Carnival:
  - Slide - higher than years past, \$470 (slide + cotton candy) - so she is looking into another company
  - Paper plane toss - mark how far it goes - announce winner a week later
  - Toilet Toss - toss TP into a toilet
  - Basket toss - board w/ laundry baskets - throw softball
  - Pop balloon
  - Knock down cups
  - Sandart - Melissa will look into pricing, but may be too expensive
  - Kissing Booth - guess the number of kisses in the jar
  - Facepainting
  - Popcorn Station - Melissa to pick up the night before and bagging the night before \$18/garbage bag
  - Jennifer offered to get Frito Lay snack size bags - Melissa said this would make a good prize for one of the game, requested 200 (182 students)
  - Lemonade stand - different lemonades to choose from
- **UPCOMING MEETINGS:**
- Tuesday 2/6 at 6pm in Community Center - mini-meeting the week before Comedy Night to put raffle baskets together and evaluate exactly what we have.
- Friday 2/9 at 5pm in Community Center - set up tables, put things in their place, etc.
- Saturday 2/10 no later than 4pm - final details put together

Our next regularly scheduled PTO meeting will be on Tuesday 2/13/17.

Respectfully submitted,

Krista Roach