

# Willoughby Eastlake School of Innovation

## Parent Teacher Organization – General Meeting

Minutes – November 23, 2015

In attendance: Bill Boxler (President), Al DiFranco (Vice-President), Diane Lloyd (Communications Secretary), and Kristen Werden (Recording Secretary)

Members: Julie Pattie, Mackenzie Snyder, Matthew White, Paul Garcia

7:02 PM meeting called to order

Introduction of Board Members

Approval of minutes from last meeting, Oct 26, 2015

Treasurer's Report

- WBC event was a success (see reports below)
- Reimbursement to Al DiFranco for Thank You cards for \$38.68

Spiritwear Committee

- New forms – These can be submitted via the kids at school. No payment should be made through the kids. Parents can pick up items and pay at that time. The school does not want to be responsible for money.
- New items –
  - White t-shirts: Long sleeve. Not acceptable as a uniform.
  - Decals
  - Winter hats – Gray with gears logo
  - Green Polo shirts

Donuts with Dad / Muffins with Mom – Kristen Werden and Kelly Szakal will lead these events in the spring.

Fundraising Committee

- WBC – More people than expected. Great showing. WBC agreed to allow us more room next year. We may want to consider splitting this event into grades 3 & 4, and then 5 & 6 on another night for the next school year.

- LaVera – Max 200 tickets, only sold at the door if we haven't sold 200 before the event.

*Parent Comment/Suggestion: Chase credit card gave one parent trouble when ordering tickets for the WBC event. Perhaps other parents also had trouble buying tickets. Al said nobody mentioned anything about this issue prior to this meeting.*

Details about the LaVera Fundraiser:

- We need baskets and donations. If you know anyone that can donate, ask them and let us know.
- Each ticket will sell for \$50. Food/drink is included. Open bar with beer, wine, and low shelf liquor included.
- All forms of payment will be accepted.
- Tickets will go on sale in mid-December.
- No children invited to this event.

*Parent Comment/Suggestion: How are the fees for credit card sales? Al – Minimal, about \$0.89 per \$50 sold. Added later, from Treasurer Steve Atkins: The fee through "Stripe" is 2.9% + .30 cents per transaction. We used this up to the day of the event. So, the transaction fees for a couple would be \$3.20 (\$100 sale). For \$50 sale that would be \$1.75. Craig did use a different credit card processing firm the night of the event that he had the scanner for, it was "Square" and we ran it through his account to avoid set up fees. It was 2.75%. Again for \$100 it would be \$2.75 or \$1.38 for \$50.*

Room Party (Holiday) Committee

- Julie Pattie is heading this committee. Approved by vote.
- **Bill will get list of volunteers.**
- Matt White volunteered to help Julie.

Fun-raising Event Committee

- This is any event outside of our two main events (WBC & LaVera)
- Includes skating, pizza, bake sales, etc.

7:23pm Meeting Adjourned.

No meeting in December. Next meeting is Monday, January 25<sup>th</sup> at 7pm.

# W-E SOI PTO Nov. 23, 2015 Treasurer's Report Summary

Respectfully Submitted by  
Steve Atkins, W-E SOI PTO Treasurer

## NET INCOME:

Will. Brew Co.:	\$2,735.35
Donations:	\$2,510.00
Spirit Wear:	\$500.00
Bake Sale :	\$337.52
Marcos Pizza:	\$199.13
<b>Income Total:</b>	<b>\$6,282.00</b>

## **EXPENSES:**

### Administrative Expenses:

Gov't Filings:	\$499.00
Bank Checks:	\$137.46
Bnk Srvc Chrg:	\$3.00
Sub-Total:	\$639.46

### Fundraising Expense:

La Vera Dep.	\$200.00
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### Program Expenses:

Halloween Party:	\$100.50
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**Expense Totals: \$939.96**

**ACCOUNT BALANCE: \$5,342.04**

Willoughby-Eastlake School of Innovation PTO	
Profit and Loss Standard	10/26/15
September 1 through October 26, 2015	
	Sep 1 - Oct 26, '15
Income	
Fundraisers	
Spirit Wear	4,345.00
Willoughby Brewing Co.	
Credit Card Sales	404.38
Total Willoughby Brewing Co.	404.38
Bake Sale 9/15/15	337.52
Marcos Pizza	199.13
Total Fundraisers	5,286.03
Donations	
Washington Elementary PTA	2,500.00
Donations - Other	10.00
Total Donations	2,510.00
Total Income	7,796.03
Expense	
Fundraising	
Vendor	
Spirit Wear Vendor	3,130.00
Total Vendor	3,130.00
Total Fundraising	3,130.00
Administrative	
Government Filing Fees	
501c3 Application	400.00
Ohio Secretary of State	99.00
Total Government Filing Fees	499.00
Office Supplies	
Checks	137.46
Total Office Supplies	137.46
Total Administrative	636.46
Program	
Social Events/Parties	
Halloween	100.50
Total Social Events/Parties	100.50
Total Program	100.50
Total Expense	3,866.96
Net Income	3,929.07