



Meeting Minutes

NEW KENT ELEMENTARY SCHOOL PTO

Date: August 11th 2021

Location: NKES Cafeteria

Meeting Called To Order By: Kristel Lamp

Time: 1:30 PM

Attendance: 6 (Attendance sheet attached)

Officers' Reports

President: Kristel Lamp

Popsicle Night Recap (August 24th 6-8)

- Need to purchase popsicles
- Make Membership Tri-Fold
- Ask for Volunteers
- Purchase Lei and Grass skirt for splash
- Budget and plan for Splash to be dry cleaned after
- Have calendar ready to be handed out

Roll Out the Red Carpet Event (August 30th 11:30)

- Arrive to set up at 11am
- Purchase balloons
- Get volunteers to make signs
- Get kid volunteers to be there

Teacher Lunch (Sept 2nd Noon)

- Arrive at 11:30
- Don Miguel ordered
- Teacher Favorites printed and ready (Lauren)
- Purchase plates and drinks

First Day of School (Sept 7th)

- Lauren, Caroline, and Brittany to arrive at 8am to be ready outside 8:30

Spirit Night (Sept 20th 5:30- 8pm @ Don Miguels)

- Need to create flyer and start sharing
- Need to create bucket
- Have Splash ready

Fall Festival

- Date set to October 30th 11-1pm
- Food trucks need to be contacted
- Brittany to contact Pete at Fund RVA for date availability
- Push for volunteers to get donations!

Treasurer: Brittany Gutierrez- Reviewed budget and will be sending to board for approval. Will present at next meeting so it can be accepted (or amended).

ZOOM meeting with BOOSTERTHON rep, Josh Middleton

Date set to January 25th to February 2nd

Event: River Otter Dash!

Meeting to discuss program set to December 3rd at 11pm

New Business

Form review: Membership Packet, Bylaws, Reimbursement Letter, Donation Letter

ALL FORMS WERE ACCEPTED

Popsicle Night on August 23rd from 6:00-8:00pm

- **Lauren Paone made a motion to approve a \$500 budget for popsicle night**
- **Caroline Tavai seconded the motion**

Teacher Luncheon on September 2nd at noon-discuss/vote on budget

- **Caroline made a motion to approve a budget of \$1,500 for teacher luncheon**
- **Brittany Seconded the motion**

Spirit Wear update-Brittany Gutierrez

- **Waiting on sample**
- **Reached out to Boosterthon to discuss their options**

Fall Festival-budget discussion (inflatables, petting farm, pizza/food)

TABLED UNTIL NEXT MEETING

Added to Agenda

- 1) We will have a spirit wear table and membership table at open house September 2nd 4-6
 - Will need volunteers to help
 - Will need money box
 - Arrive at 3:30 to set up

Announcements

Next meeting is September 10th at 9:15 at New Kent Elementary School

Meeting Adjourned At: 3:20 PM

Minutes Compiled By: Lauren Paone, Secretary