

**Trace PTO Meeting Minutes**

Thursday September 11, 2014

Location: Multi-Purpose Room

**Called to Order by** PTO President Veronica Loera-Ano: 6:41pm

**Attendance:** Randi Rosen, Terry Lee, Sonia Lee, Jeanette Marin, Veronica Loera-Ano, Michelle Quarneri, Pia Rieppo, Heather Bilich, Lenia Melendrez, Debbie Hein, Leif Christiansen, Cindy Villa, Jeanne Rupprecht, Matt Quarneri, Dee Roderick, Michele Seaton, Crystal Gomez, Vanessa Pinedo, Gretchen Miller, Cecille Nowlin, Robert Nowlin, Riya Reynolds, Lorraine Cho, Sarah Vogel, Nick Campos, Priscilla Campos, Catalina Cervantes, Mandie Goena, Kelly Gosalvez, Mitzi Haley, Jonathon Lee, Mary Pascual, Patricia Proctor, Brian Kuehnis, Catherine Sam-Long, Samantha Lemos, Kelly Spain, Joanne Warburton, Amy Glanzman, Maria Riojas, Steffany Garrabike, Gayle Barry, Susan Link, Gesela Zamora, Verence Palma, Yolinda Ramos

**Officer Reports:****President: Veronica Loera-Ano**

- Welcome to the 1<sup>st</sup> PTO meeting of the 2014 – 2015 school year
- 2 Main Purposes of PTO:
  - 1) Fundraising
  - 2) Act as a bridge between home, school and community
- Board of Director Introductions:

Role	Name	Email Address
President	Veronica Loera-Ano	<a href="mailto:RedLady25@aol.com">RedLady25@aol.com</a>
Treasurer	Pia Rieppo	<a href="mailto:rieppo@yahoo.com">rieppo@yahoo.com</a>
Secretary	Randi Rosen	<a href="mailto:rosenrj708@yahoo.com">rosenrj708@yahoo.com</a>
Co-VP of Seasonal Fundraising	Michelle Quarneri	<a href="mailto:michelle@quarneri.org">michelle@quarneri.org</a>
Co-VP of Seasonal Fundraising	Sonia Lee	<a href="mailto:hrhsonialee@gmail.com">hrhsonialee@gmail.com</a>
VP of Volunteers	Terry Lee	<a href="mailto:mixme1@gmail.com">mixme1@gmail.com</a>
VP of Communications	Heather Bilich	<a href="mailto:bilichea@yahoo.com">bilichea@yahoo.com</a>
VP of Technology	Brent Haley	<a href="mailto:Haley.Brent@gmail.com">Haley.Brent@gmail.com</a>
VP of Academic Outreach	Michele Seaton	<a href="mailto:michele.seaton@gmail.com">michele.seaton@gmail.com</a>
VP of Community Outreach	Lenia Melendrez	<a href="mailto:yarelijimenez@hotmail.com">yarelijimenez@hotmail.com</a>
VP Ongoing Fundraising (Nominee, pending vote)	Jeanette Marin	<a href="mailto:jeanettemarin@yahoo.com">jeanettemarin@yahoo.com</a>

- Reviewed the Calendar of Events, Aug – July
  - August events were the Ice Cream Social, Boo Hoo Breakfast
  - September is the Membership Drive and Sep 25<sup>th</sup> is restaurant night at Round Table
  - October main event is the Fall Festival
  - November 11<sup>th</sup> & 12<sup>th</sup> restaurant nights at Chili's
  - Dec events are Winter Wonder lights and See's Candy Drive and Dec 3<sup>rd</sup> is restaurant night at Pasta Pomodoro

- Full Calendar of Events on the PTO website [http://www.tracepto.com/2014 2015 proposed budget](http://www.tracepto.com/2014%202015%20proposed%20budget)

### **Co VP's of Seasonal Fundraising: Michelle Quarneri & Sonia Lee**

- Fall Festival, Sat Oct 18<sup>th</sup> 11-4pm
  - This is the biggest PTO fundraising event for the school year. Activities include pumpkin path, Walk a thon, games, food, bake sale, kindergarten singing, etc.
  - No charge to attend the event. Tickets are required to participate in the activities. Tickets are \$.50 each
  - Contingency plan suggested in case of a rain
  - More volunteers are needed, please spread the word
  - Contact Michelle and/or Sonia for any questions (contact emails above)

### **Former Treasurer: Debbie Hein**

- Reviewed the summary of last year's budget, beginning balance, planned income, planned spends and actuals.
  - Income actuals came in slightly above forecast, +\$938
  - Spending was less than forecasted, -\$5625
  - Protected funds remain protected
  - Starting Balance for 2014 – 2015 is \$15,381
- Document posted to PTO website [http://www.tracepto.com/2013 2014 budget close](http://www.tracepto.com/2013%202014%20budget%20close)

### **Treasurer: Pia Rieppo**

- 2014 – 2015 Proposed Budget Review
  - Today's meeting is to review the proposed budget. The next meeting will be to finalize the budget, which will be followed by voting
  - Document posted to PTO website [http://www.tracepto.com/2014 2015 proposed budget](http://www.tracepto.com/2014%202015%20proposed%20budget)
  - Budget is made up of Income (from fundraising) target of \$73k and Spends of \$73k
    - Income targeted to come from ongoing & seasonal fundraising
    - Areas for Spends are Community events, academic events, school programs, field trips, supplies/gifts, PTO Operations and Reserves
      - Provisional spending to be discussed at a later time, if tracking above expectations.

### **2 Motions Proposed in the Meeting**

**Motion #1** (by Jeanne Rupprecht): To Approve the Fall Festival Event  
Motion 2<sup>nd</sup> and Approved by ALL members present, 0 Nays, 0 abstains

**Motion #2** (by Mary Pascual): To approve \$7k in funding prior to the budget approval to help with the expenses for the Fall Festival  
Motion 2<sup>nd</sup> and Approved by ALL members present, 0 Nays, 0 abstains

### **Next Meeting:**

Date: Oct 9<sup>th</sup> 2014  
Time: 6:30 – 8:00pm  
Location: Multi-Purpose Room

**Meeting Adjourned, 8:01pm**  
**Minutes compiled by Randi Rosen, PTO Secretary**