

Timberlin Creek Elementary

PTO Board Meeting Agenda

Tuesday, August 3, 2021

- I. Welcome & Introductions: Meagan Mussleman & Liz Hux
- II. Principal's Report: Mrs. Linda Edel
- III. PTO Board Folder/Email Review
- IV. Fundraising: Meg Lowe – TCE PTO Fun Run
- V. Volunteer Coordination: Meg Lowe
- VI. Treasurer/Budget Reports & Processes: Renè Warfield & Emily Torres
- VII. Committee Chair Updates:
 1. Community Partners: Molly Sasso & Falyn Shilts
 2. Social Media Coordinator/Eagle Rock: Dawn Evans
 3. Spirit Wear/Membership: Dawn Evans
 4. Family Fun Night/General Membership Meeting #1: CHAIR NEEDED!
- VIII. Meet the Teacher/Orientation Plan:
 1. Kindergarten & 1st-5th Plans
 2. Posters
 3. Volunteer Sign Up Sheet- Meg
 4. Set-Up/Tear Down
- IX. Old Business:
 1. Motion to approve June 2021 Meeting Minutes
 2. Motion to approve 2021-2022 Proposed Budget
- X. New Business
 1. DropBox
 2. Teacher Representative: Mrs. Turner

****Flyers:**

- 4 Weeks prior to event – Information to Dawn to build flyer
 - 3 Weeks prior to event – Flyer to Meagan and Liz for Approval/edits then goes to Mrs. Edel for final approval/edits.
 - 2 Weeks prior to event – To copy room for copy request
 - 1 Week prior to event – placed in Eagle Folder to be sent home
- >This is an example of the timeline for flyers. It can always be modified depending on the event.
>>Most important is the 2-3 week turn-around for approvals and printing.

Flyers Needed for Beginning of the Year:

- New Family Social
- Family Fun Night
- Fun Run – Meg Lowe
- Spirit Wear Order Form – Dawn Evans
- Membership Form – Dawn Evans
- Newsletter – Dawn Evans