

St. Mary of the Immaculate Conception

PTO Meeting Minutes

Date: March 2, 2025

Location: Queen of Peace Room

1. Administrative Items

Agenda & Minutes

- February Meeting Minutes will be sent next month.

Financial Report

Presented by: Lauren Overman

- Current Balance: \$5,380.15
- Tom's Dine Out: \$390
- Valentine Dance total spent is still to come.
- PTO bought 3 donut cards and has a \$25 Amazon card; the donut cards went to the top 3 sellers.

PTO Storage

- PTO storage is located in the 3K Room.
- Bins are needed; would like to do a spring/summer cleaning.

PTO Survey

- Lauren Overman will lead the survey.
- Topics will include: interest in events, PTO attendance at meetings, and childcare availability.
- Ideas for survey topics should be sent to the PTO email.

Event Recap Form

- A sample was passed around at the meeting.
- Purpose is to provide better documentation for future years.
- Will be completed by the event lead post-event via an online fillable form.

2. Upcoming Events & Calendar

Valentine Dance

- DJ Tip: Decided no tip will be given. The vendor will receive a Google/Facebook review and a thank you note instead.
- Potentially hold future dances in the Church narthex.

Skaters Edge – March 24, 6–8 PM

- Event will be private; needs 2–3 volunteers.
- Cost: \$495 minimum, 60 kids.

- PTO will pay for students; all others are \$10/person.

Spring Concert

- No food after the concert; Dine Out at Legendary instead.
- Flowers for Mrs. Grosse.

End of Year Picnic – Est. \$300

- Menu: Popsicles and pizza.
- Activities: Field games at school.

3. Fundraisers / Community Engagement

Dine Outs

- Spring Concert: Dine Out at Legendary (no food at school).

Buy Now Give Now on Blackbaud

- Will find out fees associated with using this platform.

Donuts with Grown Ups – Est. \$200

- Event at 7 AM on 4/20

4. Volunteer & Other Updates

PTO Volunteer Pins

- Jenny will make the volunteer pins.

Parent-Teacher Conferences

- Food provided at conferences went well.

Recess Duty Sign-Ups

- Moving forward, sign-ups for recess duty during parent-teacher conferences will be included on the sign-up genius at the beginning of the year alongside lunch duty.

Meeting Adjourned

Minutes prepared by: Becca Roland