

Meeting Minutes

Lake Travis Middle School PTO **Executive Board Meeting – 12/6/2016**

Location: LTMS Library Classroom

1. Call to Order/Welcome

Denise Hamilton called the meeting to order at 9:01 a.m. with the President being the Chair and the Secretary Shannon Johnston taking minutes. A quorum was present.

2. Officer & Standing Committee Reports

- **President - Denise Hamilton**

Ms. Hamilton welcomed all in attendance. She stated we need to formalize the process of approving the meeting minutes to get them posted quicker. Shannon Johnston said she will get them emailed out faster, so they can be approved. Ms. Hamilton said each set of minutes will need a financial report from the Treasurer included.

Ms. Hamilton said she and Megan Brunson is working on "The Screenagers" showing for LT kids and parents. It will be shown at a community center or church. No event date yet - possibly some time in February.

Day of Service is planned for March 10th. PTO is pitching in for the cost of the buses (\$3000). There will also be t-shirts for all of the kids and volunteers. A consent & t-shirt order form will go out to the parents. Jennifer Little (Volunteers) is working with Zach Freed to supply volunteers for the day.

- **Vice President - Megan Brunson**

Ms. Brunson was in attendance and had no report.

- **Secretary - Shannon Johnston**

Ms. Johnston reported she is getting a lot of spam through the LTMS PTO email addresses. Ms. Hamilton will discuss this with Sara White, the website coordinator. Christina Seawright also mentioned she does not like that when she responds to emails, it goes through her personal email - giving the recipient her personal email address.

- **Treasurer - Dina Holstien**

Ms. Holstien reported the balance is still holding steady at \$71,028.41. She believes invoices will start trickling in after the new year.

- **6th Grade - Kim Yancey**

Ms. Yancey reported the 6th grade event Kazaam date has not been decided. Jennifer Sanders is working on getting it scheduled. Possibly some time in January.

- **7th Grade - Jamy Bailey**

Ms. Bailey was in attendance and had no report.

- **8th Grade - Raquel Knox & Sherry Sanders**

Ms. Knox and Ms. Sanders met with Hudson Bend to discuss the 8th grade Luau that will happen at the end of the year. They are making progress. After being asked by a parent, Mr. Freed has decided that LTMS will have a graduation ceremony for the 8th graders on June 1st, the last day of school. He has asked if PTO can help with chair rental costs. May 31st will be the breakfast and slideshow.

Ms. Sanders and Ms. Knox asked if they have a checking account created just to use for the Luau to simplify the process. They are brainstorming with different ways to coordinate with HBMS.

- **Fundraising- Christina Seawright**

Ms. Seawright stated the Spirit Night at Angel's raised over \$300, but she was disappointed that more PTO board members did not show up. There will be another Angel's Spirit Night in the spring. There is also an upcoming Spirit Night at All Star Burger. With Christmas coming up, everyone needs to remember to use Amazon Smile for LTMS PTO fundraising. It is a very easy way to make money. This will be mentioned in the upcoming Knightly News. Also, Randall's offers a fundraising option, so everyone needs to be aware of that (in addition to Target Red Card).

- **Membership - Shaeli Walton**

Ms. Walton was not in attendance and had no report.

- **Communications - Laura Fischer**

Ms. Fischer was in attendance and had no report.

3. Special Committee Reports

- **Staff Appreciation Committee - Elizabeth Devine and Kristi Davison**

Ms. Devine and Ms. Davison reported Pie Market for the staff went very well, and they had lots of support from parents. Sweet Bakery offered to provide some of the pies and also made a donation for each pie ordered. PTO made an additional \$37! Holiday Trolley is coming up and they have volunteers ready to go. January's event will be another Principal's Cookout.

4. Announcements

- Holiday Trolley - Dec. 14
- Christmas Break - Dec. 19 - Jan. 3
- Next PTO meeting - Jan. 10

5. Adjourn

President Denise Hamilton thanked everyone in attendance and the meeting was adjourned at 10:06 a.m.

In Attendance: Denise Hamilton, Shannon Johnston, Raquel Knox, Shaeli Walton, Dina Holstien, Jamy Bailey, Laura Fischer, Christina Seawright, Kim Yancey, Elizabeth Devine, Sherry Sanders, Kristi Davison, Megan Brunson

Respectfully submitted on December 18, 2016

By Shannon Johnston, LTMS PTO Secretary