SOUTH WOODS ELEMENTARY PTO

MEETING MINUTES

August 10, 2020 @ 3:30 pm

1. Call to order @ 3:39

**Attendance:** Randy Kelley, Carrie Moody, Brittany Anderson, Nicole Bohanan, Lynne Sykes

1. Approval of minutes for July 29, 2020
	1. Change Lori “Kozier” to “Kosier”
	2. **Motion for approval:** Lynne Sykes **2nd:** Nicole Bohanan
2. Old Business
	1. Updates to Calendar of Events, Website, and Sponsor Letter
		1. Changes made – set to Kelly Boynton
			1. Names and pictures of officers
			2. Letter of Introduction
			3. Agendas and Minutes
			4. Meeting Dates
		2. Calendar of Events – keeping Krispy Kreme donut sales, holiday store (virtual this year) and 2nd semester dates
	2. Budget and Bank Update
		1. Audit is not complete
		2. All signed on at bank
	3. Staff Luncheon – choose vender
		1. Narrowed down to two options: Chicken Salad Chick and Honey Baked Ham
			1. CSC – does not include drink, many options though
			2. HBH - $6 each box – includes sandwich, chips, cookie, and drink
			3. **Decision:** Honey Baked Ham
	4. Neck gaiters – not being sold by PTO – only approved purchase to give to the students/staff
	5. Spirit shirts, updated order due date to September 30th
		1. Lynne looking into option for online purchases
3. New Business
	* 1. Check issued to the Bahamas never cashed – need to void and reissue
			1. Get address from Chris Stone
	1. Staff gifts – hold off for now, do periodically throughout the year
		1. Hospitality Cart – Monday, September 21st – Carrie Moody
			1. Need up to $350 to purchase items
			2. **Motion for approval:** Carrie Moody **2nd:** Nicole Bohanan
		2. Coffee and Donuts – Friday, October 30th
			1. Need up to $200 to purchase items
			2. **Motion for approval:** Carrie Moody **2nd:** Lynne Sykes
	2. Acknowledge donor for luncheon – Crescent Beach Care
		1. Clarify how they would like to pay – encourage payment through PTO
	3. Next Meeting: Tuesday, September 15th at 4:30 via Zoom
4. Closing @ 4:49
	1. **Motion for approval:** Lynne Sykes **2nd:** Carrie Moody