

Van Ness PTO Board Meeting  
2020-2021 School Year  
September 9, 2021, 6 PM  
Meeting Location: Zoom

Board Members in attendance: Rebecca, Erin, Myya, Maggie, Tiana, Nic, Jennifer, Aaron, Todd, Cynthia, Jackie

Non-Board Members in attendance: Brittany, Brianna, Paris

Goals:

- Vote in new members -
  - Vote in new officers -
  - Budget timeline confirmed
1. **New member nomination and officer election (Rebecca)**
    - a. Introduce new members and vote them in
      - i. *Myya Seldon - All in favor, no opposed*
      - ii. *Tiana Leake - All in favor, no opposed*
      - iii. *Welcome!!*
    - b. Discussion of officer roles
    - c. Vote on officers
      - i. *Secretary - Maggie and Erin continue as co-secretaries*
        1. *All in favor, no opposed*
      - ii. *Vice President -*
        1. *Role: At minimum steps into role if President cannot serve (meeting or otherwise)*
        2. *Possible joint role*
        3. *Tabled for now*
      - iii. *Treasurer -*
        1. *Role: In charge of drafting a budget; day to day will go to bookkeeper*
        2. *Role: Hire someone to complete our taxes/manage that relationship*
        3. *Tabled for now*
  2. **Budget and budget related items (Rebecca)**
    - a. Budget snapshot
      - i. *Taking into account teacher start up funds, BBQ, Ice Cream Social, Otters in Outfield*
    - b. Update on software and bookkeeper role
    - c. Discussion of components and timeline for revised budget due in October.
      - i. *Will establish a budget working group to accomplish this*
      - ii. *Need to account for 3rd Grade swimsuit purchase in early October*
    - d. Overview of annual report (Maggie)
      - i. *Help give families a sense of what we do as well as an official record*
        1. *Explaining how we managed the Board w/COVID*
        2. *Amendments to bylaws*
        3. *Recordkeeping*
        4. *Summary of activities*
        5. *EOY Financial Report*
      - ii. *Please give edits by Wednesday 15 September*
      - iii. *Will have an email vote to approve*
  3. **Reports**
    - a. Uniforms (Erin)
      - i. Custom Ink - pros/cons

1. *We make a lot of money*
  2. *Sizing is inconsistent and sorting is labor intensive*
  - ii. Land's End - we would have our own store
    1. *Uniforms (polos - logo optional) and Spirit Wear (t-shirts/hoodies)*
      - a. *They have polo dresses and adaptive uniforms*
    2. *Shipping free over \$99, \$9 otherwise*
    3. *3% back to school; bulk order to school = 20-30% off but no cash back to school*
    4. *Our store can also include other items such as backpacks, bottoms*
    5. [https://www.landsend.com/products/girls-long-sleeve-essential-t-shirt/id\\_211181?attributes=2685,44371](https://www.landsend.com/products/girls-long-sleeve-essential-t-shirt/id_211181?attributes=2685,44371) - Note that the light blue t-shirt is a bit different of a color
  - iii. G-land - old vendor we no longer use
    1. *Still has a large amount of VNE uniform shirts that they may sell at 50% off (unconfirmed/word of mouth)*
  - iv. French Toast -
    1. *not obvious you can add logo, may want to increase promotion*
  - v. **PTO support for swim class uniforms - add to budget forecast (Oct 14 - Jan)**
- b. Event update
- i. Welcome back bbq
    1. *Tables, bbq, dj, all set*
    2. **Need: Costco paper supplies and brownies/other dessert**
  - ii. Otters in the Outfield -
    1. *All set. Parent Dave fronted the cost of the tickets, PTO reimbursed him. So far, 29 tickets donated to front office. More may be available for staff who want to participate.*
  - iii. Fall Festival -
    1. *Meeting tonight*
    2. *Community building over \$ making*
- c. School Name Change
- i. *Within 12 months*
  - ii. *Will require all legal name changes and branding/sites*
  - iii. *Media/social media*
  - iv. *Have a uniform grace period?*
  - v. **Need a transition period; may Just do Otter logo**
- d. Uniform/supply closet/pto office clean up
- i. *Tiana and Rebecca are going to go and start clean up on Monday*
- e. Our Nurse Situation
- i. *Discussed advocacy options, including tracking of students seeking nurse help on days she isn't there, Cynthia reaching out to DCPS, Rebecca reaching out to other PTOs, Brittany reaching out to PAVE*
  - ii. *Asymptomatic testing days also present a staffing challenge; may seek parent volunteers. Rebecca and Cynthia will discuss*
4. Other business
- Any other things people want to discuss

**HOMEWORK: START YOUR CLEARANCE!!**