

HHS PTO Board Meeting Minutes
Thursday July 18, 2024

Start Time: 7:00pm

Trish Buben, Diana DiMaria, Melissa Edwards, Michelle Merritt, Gina Marie Potter

President

- **New Business**
- **Concession Stand**
- Cooler that holds the drinks needs to be replaced; looking at ice machine from school/field house; this ice machine would require a waterline to be installed. The ice machine and the waterline installation would be free. Diana had a conversation with a parent who works for Pepsi - will inquire further about soda fountain rental costs. Next week Diana will talk with Joe about a timeline estimate for the ice machine, waterline and cooler removal. Keep in mind that if the ice machine is a no go ice must be ordered from Home City Ice in a few weeks.
- (there is \$1700 set aside for concession stand maintenance).
- 8/23 is 1st football game but HJFA will use the stand 8/17
- Trish to look into ordering a square reader for concession stand credit card line; will need to get laminated signs done at school for Cash or Credit
- Will need to clean out concession stand week of Aug 5th
- Thursday Aug 8th stand will be open to serve Ritas ice to the band, this may be a day to clean but not between 1-3. Trish and Gina have volunteered to clean concession stand

- **Welcome Back Letter Details**
- Trish to create QR codes for Facebook page, website, volunteers and concession stand as well as sign-up geniuses
- Jot form database for Donations/Membership is ready to go with few minor wording changes; Melissa to check the QR code and also transition Jot forms to Brian Wallace
- Diana questioned the need to provide a directory to the people donating to the PTO. Is it used? Given all kids have cell phones and most parents are connected via social media. Others agreed. (does this need a vote?) Also, general wording to move away from "membership" but rather "donation", as that is how many parents think of it anyway.
- Diana to get cards made for back to school teacher treat/grant reminder; Also consider giving flare pens or sharpies with cards for teachers
- Gina will distribute at school on 8/16 or 8/19

- **Talbot Tailgate 9/27**
- Planning is well under way - Gina has reached out to Dr Cunningham, principals and school resource officer
- Booth registration will be done via Jot Form and frequently sent to Gina

- Tailgate T-shirt has been created and Gina is in discussions with 3 different suppliers who can take the orders on their site and ship directly to the parents; T-shirt orders will need to be complete by 9/13
- This t-shirt supplier will be available to print on-site for HS Open House 9/5
- Gina has been posting on the Talbot Tailgate Facebook page, maybe it should be shared to the PTO page as well?

Next Meeting

- Diana trying to set something up for week of August 5th

Finish Time 8:04pm