

**NEXT PTO P4 Board of Directors
Meeting Minutes
Monday, August 3, 2020
10:00 AM via ZOOM**

Members Present: Vicky Crenshaw, Lynne Jones, Rhett Brown, Trudi Carter

The meeting was called to order about 10am by Rhett Brown

****Additional information since meeting is documented in RED. Highlighted items could use feedback.****

- 1) Financials reported/reviewed as of inception (October 2019) by Lynne Jones (Treasurer)
- 2) Overview of past activities during the school year by Trudi Carter (Pro Appreciation Coordinator).
 - a) Plenty of Teacher Appreciation signs leftover from this past school year for us to use.
 - b) Play by ear what, when & how to implement activities for the Pros/Staff
- 3) School Request for funds towards t-shirts & masks for students approved. P4 will share ½ of the cost up to \$1500.
- 4) Covid induced adjustments

- a) School store hours (while in hybrid session only)

i) ~~Morning (M-Th) 7:45a-8:35a~~ **Per my conversation with Rick today, morning availability is unlikely a good use of volunteer time, particularly with the current schedule.**

- ii) Lunch (M-Th)

(1) First Lunch Shift: 11:10a-11:40a

(2) Second Lunch Shift: 11:45a-12:15p

Presently, the students are supposed to remain on the Terrace level for lunch; however, I confirmed with Rick that he very much wants the store open & we will figure out a way to work through it. More to come – hopefully, shortly.

- b) Only 2 students allowed at a time

- i) Online preorder platform – will allow for prepay or cash at time of pickup

- ii) Order at door

(1) Speaking of – we will need a stand-alone barrier (possibly something similar to the below with a countertop of some sort to set purchased items)



- iii) What this will require from Vol standpoint

- iv) Suggestion: students allowed in store for microwave/coffee/tea only

- c) No CFA curbside sales this semester, possibly the year

- i) **Do we want to consider getting CFA for inside the school store on Monday mornings? Would need someone in charge of this since Moni's son is no longer at NEXT. Would love feedback/thoughts on this. Possibly wait to see if we are in school more than a few weeks??**

- d) Revamped system to assist with faster checkout, inventory tracking & profits

- i) Spinx has agreed to supply water for the school year & match any profits up to \$1000, therefore...

I heard back from my Spinx contact. Due to the current environment, they are not providing water, but will provide gift cards to purchase water at their stores. Per Donna: "Let's do the count match each quarter. Let me know how many cases you want to purchase to start with for this year." I honestly don't know how much to request, not knowing how long we'll be in school this quarter & having 40 currently in stock. Any thoughts???

ii) We now have a USB bar code scanner

We did a few test runs & it works beautifully so far (though I know we will find some glitches along the way)

iii) Inventory in process of being input

Complete

iv) There will be a section for items without barcodes

v) Potential challenges:

(1) Having pre-order items ready

(2) Apparent coin shortage

We actually have a roll of quarters plus quite a bit of loose quarters in the cash drawer. 😊

(3) Volunteer timing

e) New items needed & ordered

i) Individually wrapped plastic utensils w/ salt/pepper & napkin for items such as ramen cups, Mac-n-cheese, etc.

50 received today.

ii) Individual hot sauce packets in lieu of bottle

5) PTO leadership & volunteer

a) Engagement

i) Please see attached flyers being sent home in intro packets

ii) Would it be effective to offer a drawing for a \$150 GC to Amazon or Walmart (our sponsor) for donations toward PTO by a certain date?

Is this something we want to try? If so, what do we want to offer & what deadline? Also, do we want to promote this during Thursday's Zoom Townhalls?

b) Leadership

i) Positions

(1) President – Rhett Brown (final year/semester)

(2) Vice-President – Cindy Biggerstaff-Stichnoth (10th grader)

(3) Treasurer – Lynne Jones (final year)

(4) Secretary - Needed

(5) Social Media – Vicky Crenshaw (10th graders)

(6) Pro Appreciation Coordinator – Trudi Carter (final year)

ii) Additional Positions needed (could be the above positions or separate people)

(1) School Store Coordinator

(2) CFA/other fundraiser Coordinator

(3) Grant/Sponsor Coordinator

6) Sponsor Level Benefits (see attached example)

Working on this, as well as quick concise agenda of the above for Thursday's meeting – to also include our social media "handles."

7) Potential Fundraising Possibilities/Ideas

a) OASE – NEXT Friends & Family Spa Night??

i) Donation of limited services by spa. Nominal charges that benefit NEXT.

- ii) Service providers expected to be tipped
- iii) Win-Win: Publicity for new spa (E. North Street) & funds for NEXT
 - I have reached out to Karen – will let you know what she says.**
- b) Paisano's – NEXT Friends & Family Dinner Night??
 - i) Restaurant at 14 & Pelham owned by family of Artemis, 11th grader attending NEXT.
 - ii) Specified menu with some amount of proceeds benefitting NEXT

Other ideas WELCOME!

Meeting adjourned approximately 10:10am

Minutes respectfully submitted by Rhett Brown