Parent Faculty Organization (PFO)

Meeting Minutes

**November 10, 2020 | 3:45pm**

# Call to Order

In-Person Attendees

|  |  |  |
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| Alisha Gaynor |  |  |
| Heidi Gavrilles |  |  |
|  |  |  |
|  |  |  |

Zoom Teleconference Attendees

|  |  |  |
| --- | --- | --- |
| **Ana Alvarez** | **Courtney Goodballet** | **Magan Mentzer** |
| **C. Briscoe** | **Tara Spang** |  |

# Meeting Agenda

1. Going over and adopting the PFO bylaws
   * Revisions and recommendations reviewed
   * A $1,000.00 minimum balance through the first year of establishment
2. Reviewing sales from Boo Grams
   * Boo Grams generated $400.00
   * Recommendations for future promotion would include flyers, Facebook/Social Media blasts, and the news blast from Principal, Heidi Gavrilles
3. Balance in PFO account (Boo Gram sales & PFO dues to date)
   * Getting the new bank account established
   * Action Item: Update PFO with financial balance once bank account is established
4. Agreeing on a holiday fundraiser like boo grams (i.e. “Holiday Gram”) and what item we will include with these
   * Presented opportunity to have another fundraiser.
   * Buy-in to find a trinket for the next fundraiser gram (i.e. bracelets, rings, etc.)
5. A way to thank our teachers in November’
   1. Ideas included coffee gift cards, books of choice, small items that would help teachers in the classrooms, etc.
   2. Working with local businesses for sponsorship or deals on items (i.e. Coffee Shops)
6. Partnering with Social Committee & Mrs. Gavrilles for the Holidays

**Next PFO Meeting: December 8, 2020 | 3:30 PM**

**Join Zoom Meeting**

[**https://us02web.zoom.us/j/85759131638?pwd=eCt0L0Q3TXRZZ244OUt1eCtZYTlCdz09**](https://us02web.zoom.us/j/85759131638?pwd=eCt0L0Q3TXRZZ244OUt1eCtZYTlCdz09)

**Meeting ID: 857 5913 1638**

**Passcode: JBESPFO**