

**Meeting called by:** Bethany Torino **Type of meeting:** HMS PTO AGENDA

**Facilitator:** **Note taker:** Carrie Buchanan

**Timekeeper:** Carrie Buchanan

**Attendees:**

Carrie Buchanan, Bethany Torino, Christina Trahan, Tracy Keller, Katy Bert, Stephanie Manis, Stacy Carson, Angie Basham,

**Please read:** Agenda February 28, 2017

**Please bring:** Encouraging ideas for upcoming events

**Minutes**

**Agenda item:** 8<sup>th</sup> grade formal **Presenter:** Stephanie Manis

**Discussion:** Date & Set up  
 Forming committee, supplies & decorations

**Conclusions:**

Target date: April 8<sup>th</sup> Formal for 8<sup>th</sup> graders

Action items	Person responsible	Deadline
✓ Set up meeting (Henpeck)	Stephanie Manis	3/14/2017
✓ Create Skyline & chocolate fountain logistics	Bethany Torino	4/08/2017
✓ Rundown of ideas & decorations	Stephanie Manis	3/14/2017
✓ Schedule another meeting to finalize formal	Stephanie Manis	4/01/2017

**Agenda item:** Create position on org chart **Presenter:** Bethany Torino

**Discussion:** Lost & Found

Items for lost and found will be posted on web page, and purged monthly. The third week of the month a picture will be taken of the items and posted on social media with a reminder that the items will be donated the next week (end of the month). Take items to office with names of students on them to be distributed by office worker.

**Conclusions:**

Create position for lost and found, add to org chart

Action items	Person responsible	Deadline
✓ Purge Lost and Found	Tracy Keller & LF person	3/28/2017
✓ Donate	Tracy Keller & LF person	3/28/2017
✓ Take items with names to office	LF person	3/28/2017
✓ Create position on org chart	Carrie/Bethany Torino	3/28/2017

**Agenda item:** Invest in Technology

**Presenter:** Bethany Torino

**Discussion:** COW project for next year

Gift card, home room teachers involved, folder set up, Promotions, collections,

**Conclusions:**

Next years set up of COW project (do's)

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Promote and develop sign ( <i>use for next year</i> )	Marci	3/28/2018
✓ Deliver folder to teachers	Bethany Torino	3/2018
✓ Money Collections	V & VP	3/2018
✓ Show off COW on Rising night	Bethany Torino	3/13/2018

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**Agenda item:** Dodge Ball Tournament (**continued**)

**Presenter:** Bethany Torino

**Discussion:** Breakfast items,

DD donuts, Costco Muffins, Hardees sausage biscuits, popcorn, NO POPPYSEED MUFFINS, chocolate muffins and all other kinds (send thank you notes), Referees kiddos play for free

**Conclusions:**

Set up and implement tournament guidelines, safer zones, Involve teachers, print out applications

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send thank you notes to COW contributors	Carrie/Other	3//28/2018
✓ Get teachers involved for next year	PTO Team	3/28/2018
✓		
✓		

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### ***Other Information***

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Budget software soon to come

**Special notes:**

- **HMS Concrete Project is moving forward to replace existing HMS sign on field.**
  - **Formal 8<sup>th</sup> Grade dance scheduled for April 8<sup>th</sup>.**
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