

Minutes

SEAS-PTO Executive Committee Meeting

SEAS Teachers' Workroom, 925 South Boulevard, Edmond OK

October 11, 2011

An Executive Committee Meeting of the St. Elizabeth Ann Seton – Parent Teacher Organization, was held Tuesday October 11, 2011, in the SEAS Teachers' Workroom, at 925 South Boulevard, Edmond, Oklahoma.

Present

Matt Guarnieri, President	Debbie Schneider, Teacher Liaison
Charlene Decuire, Vice President	Lori Johnston, Fundraising Coordinator
Cynthia Keenan, Website Coordinator	Heather Cain, Auction Coordinator
Stephanie Bui, Volunteer Coordinator	Lauri Gormley, Hospitality
Gant Lambertz, Asst. Volunteer Coordinator	Sherri Condon, Tennis Tournament Co-Chair
Amy Feuerborn, Past President	Harry Stahel, Golf Tournament Chair
Catherine Raj, Scholarship Fund	Deanne Beaudoin, Poinsettia Sales

Opening Prayer

The meeting began at 7pm with an opening prayer presented by Gant Lambertz.

Minutes

The minutes of September 12, 2011 Executive Board Meeting were reviewed. A Motion was made by Cynthia Keenan to accept and it was approved by acclamation.

Teachers Report

Nothing to report.

Hospitality

Nothing to report.

Treasurer's Report

Laurie Eby was not present.

Website

Cynthia reported that on the homepage, the stagnant pictures now scroll through 5 separate pictures. She plans to implement a drop down menu that has been delayed due to the fact that the man she is working with has taken on a full time job and has been unavailable. He needs to open the permissions

to allow her to add a drop down list. She imagines that by the next time we meet that will be in place and active. She also reported that she plans to change one of the menu options to read "Fundraising" so that she can drop down a listing of each individual campaign we having running such as the Friends of SEAS campaign or the Tennis Tournament or the Poinsettia Sale. She also reported that in adding the pictures of the Tennis Tournament, she will duplicate that page to start adding pictures of student. Finally she is working on Google Analytics to track the number of hits we are getting each month.

Volunteers

The need for volunteers came up in a variety of committee reports. Harry Stahel reported a need for a full committee of volunteers to help with the Golf Tournament. Sherri Condon also reported that although she will work the Tennis Tournament next year, she will also require a committee to help her run it next year. Heather Cain expressed concern about the number of people working the auction this year and a desire to recruit more help.

Fundraising

Final numbers came in on the Friends of SEAS campaign. We raised a total of \$33,796. It far exceeded our expectations! Of that money, \$4,575 was received from our outside letter campaign justifying the process. Two classes also were successful in returning all of their cards and received a pizza party.

Tennis Tournament

Sherri Condon reported that the Tennis Tournament brought in \$10,805 compared to last year's \$8,758. 61 teams registered this year compared to 36 last year. She was able to secure over 20 sponsors. Also, they didn't have as many men as they wanted last year and were able to change that this year as many more registered. She reported that a good time was had by all. She would like to set a date now to use Kickingbird again for next year. She would like to start the planning process earlier and order the T-shirts in May. There was a suggestion to offer a pre-order for Tennis Tournament t-shirts on the back to school form. Also, they are considering offering kids event the Friday night before the Tournament.

Golf Tournament

Harry Stahel reported that last year the Tournament netted approximately \$8000. Of that sponsorship accounted for \$5800. The tournament will allow for 36 teams and 20 registered to play. Normally work for the Tournament begins around spring break. He is looking for more female players this year. It will be held on May 4, 2012 at the Silverhorn Golf Club. There was discussion about introducing a plaque or a trophy that will be passed on from year to year with the winning team's name engraved on it. Harry presented documentation including budget, stats, timeline, sponsors etc.

Poinsettia Sales

Deanne Beaudoin presented information on this years objective. She informed the committee that last year only made \$600 versus \$1200 the year before. The main customer base is parishioners. There was discussion about the fact that with so few dollars coming in this really isn't a fundraiser for the work that is required to make it happen. It will be reviewed again next year as a courtesy to be presented to those who want/expect it but not as a fundraiser.

Fall Fantasy Auction

Heather Cain presented the most recent information on the Auction. She reminded everyone that the donation deadline is fast approaching on October 15, 2011. She is hoping to push individual ticket sales and VIP tables. She doesn't know how many tickets have been purchased at this point but is not concerned as most people buy their tickets at the last minute. She expects 350-400 people to attend. She has started a Facebook page. The theme is Midnight Morocco. The St. Johns website is doing online ticket sales. She needs more volunteers to come in on the day of the event. She has committed to doing the Auction again next year. There was a motion to pay for any teacher to attend that has not already been sponsored. The motion was approved.

Scholarship Fund

Catherine Raj joined the meeting to present information on the Scholarship Fund. She reported that it is approximately \$50,000 underfunded from the red envelopes. Fr. John wants to put something together to supplement that money. Catherine came up with the idea of holding a Trivia night similar that that done by McGuinness High School. She set the date to be February 3, 2012. There was much discussion as to whether or not children should be allowed. It was noted that McGuinness allowed adults only. Catherine stated that 50 tables could be put together to accommodate parishioners.

Educational Events

The PTO is required to offer two educational events for parents each year. It was decided that Laura Becham will present information on Middle School/Teen years in the Commons on November 17, 2011. It was also decided that Det. Mark Oak of the Edmond Police Department will present information on Internet Safety/Issues with Texting on March 8, 2012.

Other Business

Angie requested that the PTO pay for Advent Candles, a Redcat and classroom Rosary sets. A motion was made and accepted.

Adjournment

The meeting was adjourned at 9:05pm