

HFAA PTO Officers Meeting Minutes

Tuesday, September 6, 2011

Present: Karen Beets, Addie Frazier, Raquel Frazier, Liz Mlekush, Sherry Rowan, Danielle Spence, and Ardis Marrs Steele.

1. Meeting called to order by President Raquel Frazier at 6:50 p.m.
2. Back to School Picnic
 - a. Thanks to Karen Beets et.al. for cooking in the heat.
 - b. The function was well attended.
 - c. Discussed the following improvements for next year.
 - i. Plan event further in advance.
 - ii. Do name tags differently (multiple tables by grade, parents fill out their own, computerize).
 - iii. Signage saying what each table is for.
 - iv. Move food further into the room, and out from under the fan.
3. Concessions for Athletic Events
 - a. Now headed up by Kay Whetmore and Kelly Weeks
 - i. Provided with parent contact information lists. Will canvass for volunteers.
 - b. Need volunteers to help with taking money at the door.
4. Teacher Appreciation Luncheons
 - a. Lunch themes were sent out by Tina Losawyer today.
 - b. No longer have a Teacher's Lounge, so will host in the Art Room unless/until unavailable.
 - c. Kent working with Ardis and Danielle to coordinate, but Tina Losawyer and Robyn Boswell will continue to do lunch setup/cleanup.
5. School Calendar
 - a. Sherry gave background of joint HFAA/HCP venture to set up new online google calendar, with thanks to Liz for her knowledge and help.
 - b. New calendar is easier to use and subscribe to.
 - c. Suggested improvement:
 - i. Change the HFAA website calendar page background from black to something that offsets the calendar more. Liz will talk to Barry about what can be done. Website host Element Fusin sets the background of our pages.
 - ii. Add the google calendar search function to the page.
6. September 20 PTO General Meeting
 - a. Keep to an hour in length.
 - b. Highlight:
 - i. Service Hours
 - ii. Sherry - Sex Education, Drug Use Brochure
 - iii. Paseo First Friday Gallery Walk
 - iv. Fundraising (see item 7)
7. Fundraising
 - a. Sonic Night, second Friday of each month.
 - i. Sherry and Raquel are working on moving locations from current Sonic on NW Expressway to the Split-T Sonic on Western Ave. (north of I-44 interchange).
 - b. Target Debit Card
 - i. Sherry reported we received \$185.99 from Target.
 - ii. Promote with fliers and having debit card applications available.
 - c. Homeland
 - i. Sherry reported we received \$190.00 from Homeland.
 - ii. Have to give them the HFAA number at checkout every time.
 - d. Family Event Night
 - i. Scheduled for Tuesday, October 11, 2011.
 - ii. Promote in HFAA Newsletter

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7.
 - d. Family Event Night (Continued)
 - iii. Short PTO meeting during event. 1/2 hour or less.
 - iv. Sell tickets beginning September 22. Ticket order form in Newsletter. Sell tickets during Parent/Teacher Conferences. No ticket sales at door.
 - v. Cost: \$5.00? Price to include dinner.
 - vi. Food from Zios. They require 2 days notice for head count and the check the day of the event. Raquel will get with Tina for her contact at Zios.
 - vii. Activity ideas: drawings, door prizes. 50/50, slave auction, silent auction.
 - e. Friends of HFAA Fundraiser
 - i. Scheduled for Friday, February 17, 4:00-11:00 p.m.
 - ii. Not an Auction this year. Friends of HFAA will be doing a musical review.
 - iii. Coordinators: Bob Spinx and Susan McCalmot
 - iv. Include participation of the OKC Philharmonic, OKC University, HFAA Choir and musicians
 - v. Seeking Corporate Sponsorship.
 - f. Annual Fund Campaign
 - g. Buy your service hours
8. Parent Contact Information Lists
 - a. Preliminary lists given to PTO do not include email addresses. Liz is beginning to update parent contact information from forms gathered at orientations. New lists to be given to PTO as soon as possible. Will include email addresses.
 - b. Sherry will look over advisory lists and give Raquel and Kent an idea of which parents in each advisory might be a good candidate for Advisory Parent Liason
9. Also touched on briefly:
 - a. Progress on Media Center (Pool Area Conversion)
 - b. Need for Activity Bus and what that will require from fundraising efforts.
10. **Next PTO General Meeting: Tuesday, September 20 @ 6:30 p.m. in the Auditorium**
11. **Next PTO Officers Meeting: Sunday, October 2 @ 2:00 in the Art Room**
12. Meeting Adjourned at 8:32 p.m.