

# Trout Creek Academy

## PTO Board Meeting Minutes

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Date/Time: 7/8/2024, 7:00PM | Meeting Called to Order By: Katie Barnes

### In Attendance

Tatitha Henderson Coles (Co-President), Katie Barnes (Co-President), Chris Farlow (VP Middle School), Vanja Trivuncic (VP Elementary School), Anna Montauderes (Secretary), Heather Loffredo (Treasurer), Mike Rabon (Membership), Becky Spielmaker (Fundraiser), Renee Vitulli (Volunteer Coordinator), Gui Versiani (Communications – Social Media), Katherine O'Connell (TCA Principal), David Barnes (Assistant Principal TCA Middle School), Samantha Sawruk (Assistant Principal TCA Elementary School)

ABSENT: Rebecca Piatko (Hospitality), Krista Sabin (Communications - Website), Anastacia Parasiris (Communications), Sandra Schwinghammer (Community Partners/Sponsorship)

### General Business

FINANCIAL UPDATE (Heather)

- EIN letter from IRS received CCE and in TCA PTO's possession
- Articles of incorporation amended for name discrepancy
- Looking to potentially use PTO Manager software for budget assistance (\$139/yr) – tracks expenses, easy transfer to future treasurer
- All names on PTO articles of incorporation need to have personal accts with VyStar
- \$5.00 minimum needed to start PTO acct
- If changes need to be made to VyStar acct, should be made in beginning of summer for proper turnover from acct, every amendment to acct is \$35 (Heather Loffredo paid initial fee)
- \$5000 check from TCE PTO written out to TCA PTO and being picked up 7/9/24 for deposit into our acct once established – allotment of money will be voted on as TCA PTO is separate entity from TCA administration; would like to contribute to DreamBox, but need to have sufficient funds to start off the school year
- Heather meeting with TCE PTO Treasurer on 7/9/24 for insight into the position
- \$670 CPA filing fee due
- **Bank account to be set up on Friday, July 12<sup>th</sup> by Katie Barnes, Tatitha Henderson Coles, and Heather Loffredo with VyStar, then SQUARE**

## SPIRIT WEAR (Becky)

- Will be voting on which company to use, and solidify whether we want to host spirit wear sales several times/year or have sites available year-round for purchase at any time
- Action Imprints (used by Lakeside Academy) – to be utilized by principal for 125 staff t-shirts (~\$1200 for 125 shirts, ~8.50/shirt) and middle school uniforms; PTO encouraged to use same company for spirit wear as per Ms. O’Connell, with the two other sources of profit in the staff shirts or gym uniforms there would be a lot of traffic to the site for ordering everything in one purchase bundle with those earnings going straight to PTO; no cost to start; 30% royalty back to PTO, offer \$5 shipping/shirt, system in place to pick-up at manufacturer’s home, 7-day turnaround
- Stitches and Screens (Vanja’s suggestion) – higher cost/shirt, 60% royalty back to PTO; \$20/color for t-shirts, so \$60/t-shirt base charge
- Livin’Up Promo (used by several surrounding counties’ districts – Clay, Orange, Nassau) – screen printed t-shirts; 60% royalty back to PTO, costs \$6/shirt, PTO will charge \$15/shirt, would profit \$9/shirt; 120 staff shirts estimated to cost ~ \$600-\$700; options for water bottles, drawstring backpacks, car magnets; can hold some inventory, 3-5-day turnaround, no upfront charges; offers most profit for PTO
- Potential for picking up t-shirts from Kayak Outpost – need to consider traffic of brand new school – much different distribution than established TCE PTO
- Ms. O’Connell and Ms. Sawruk presented new t-shirt design for staff – “Shell Life” – looking into trademark and overlap with “Salt Life” as the “rainforest” font is very similar
- **Awaiting PDF comparing different spirit wear companies and will vote via email (Katie Barnes and Becky Spielmaker)**

## SPONSORSHIPS AND FUNDRAISING

- PTO had incorrect contact info for Sandra so she has not been involved in her role so far – Tatitha helping to keep the ball rolling by creating sponsorship tiers so Sandra can come right in at next meeting...if Sandra unable to contribute to next meeting, will consider finding a replacement for her as she already missed three meetings
- Will alert future sponsors of a deadline to sign-up
- Car-rider fence banners will not be used 2024-2025 as not created quick enough
- Possibility for lanyards to be donated by sponsor
- Possibility for sponsors to donate/sponsor events, get publicity on FB, Peach Jar fliers, etc.
- **Ms. O’Connell – reaching out to Amason Aesthetics and Shearwater Development to sponsor an event; invitation-only church kick-off**

**August 1<sup>st</sup>, lined up Extended Day program sponsoring breakfast  
August 7<sup>th</sup>,**

- **Gui Versiani – reaching out to Ryan Homes to sponsor an event**

#### COMMUNICATION

- Gui Versiani to take over as Communications Coordinator for FB page; Krista Sabin will still remain involved; Gui and Krista invited into GroupMe
- MOTION to add Gui Versiani into PTO Executive Board as Co-Communications Coordinator by Anna Montauderes; SECOND by Heather Loffredo
- Katie Barnes reached out to remaining absent members - Communications Coordinator (Tassie Parasiris) – currently overseas in Greece – Tatitha/Katie keeping her up-to-date; Community Partners Coordinator (Saundra Schwingammer)

#### TCA PTO EVENTS

- **Staff Welcome Breakfast (chaired by Rene Vitulli, Gui Versiani) – August 6<sup>th</sup> 7AM-9AM;** would be nice to have “swag bag” with staff t-shirt, lanyard, water bottle, etc.
- Meet the Teacher – Friday August 9<sup>th</sup> 7AM-12PM
- Tea/Tissues – Rene Vitulli
- Back to School Dance - August 23<sup>rd</sup>

#### BYLAWS REVIEW AND APPROVAL

- **Anna Montauderes** - final copy to be sent to Mr. Barnes to post on PTO website and distributed to PTO

NEXT MEETING JULY 22<sup>nd</sup> 7PM MICROSOFT TEAMS

### Items to Be Completed

See bolded items at end of each section

### Formalities

Motion to Adjourn July 8<sup>th</sup> 2024 PTO Board Meeting:

Motion: Rene Vitulli

Second: Vanja Trivuncic

Passed Unanimously

Meeting Adjourned 8:30PM

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President

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Date

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Secretary

Date