



Friendswood High School PTO
Committee and Board Meeting Minutes
July 26th, 2022
FHS Library
Final

Call to Order

The meeting was called to order by President Amber Pugsley at 10:01am

Amber Pugsley- President
Aimee Reyes- Vice President
Katie Pendle- Secretary
Libby Sim- Treasurer
Dene Dexter- Parliamentarian
Shawna Lewis- PTO Faculty Liaison
Elizabeth Fischer- Fundraising Chair
Dana Stanfield- Merchandising
Maygen Brooks- Hospitality
Brandee Fernandez- Faculty Birthdays

Contact information was passed around for everyone to update if need be.
Introductions were made.

PTO meeting dates have been set for the 1st Thursday of every month in the FSH Library at 11:45. There will still be an option to zoom in. If anyone has any guest speaker ideas, please contact Amber.

Treasurers Report

Libby walked through treasurer training power point presentation. How to purchase something using the tax-exempt form which can be found on the website. How to fill out a reimbursement form and where to turn it in. There is a debit card available to use for larger ticket items, please reach out to Libby for guidelines on how to use that. She also went over cash box procedures. Presentation will be added to the website.

Committee Reports

-Fundraising- Liz Fisher- Has collected \$2500 so far, \$1000 if that is ear marked for Birthdays. The goal is to reach \$12,000. Brainstorming ideas for larger fundraising event like a beach volleyball tournament or pickle ball tournament. Please reach out to Liz if anyone has ideas. We will continue with the candy grams twice this year.

-Merchandising- Dana Stanfield- Dana showed us this year's t-shirts and sweatshirt mockups. A limited amount will be sold at registration the rest will be sold online through our website. Orders will be ready for pick up 2 weeks after registration.

Hospitality- Maygen Brooks- Welcome back teacher breakfast is on August 15th at 8am. She is providing 3 scramble options with tortillas and potatoes to do a build your own breakfast taco station. It will cost about \$1150 for 200 people. Donations for fruit, drinks etc. will be collected through a sign-up genius.

Faculty Birthdays- Brandee Fernandez- Will continue cakes for the teachers throughout the year. Will combine August and September birthday celebrations. Mrs. Lewis will have the birthday list.

Mustang Cares- Aimee Reyes- We still have extra school supplies of any student needs them. She is looking to collect gift cards to give to the school nurses to fill their fridge with snacks for diabetic students.

Webmaster- Jackie Gibson- no report

Scholarships- Libby Sims- no report

Behind the Scenes- Libby Sims- no report

Academic Banquet- Stacy Condon- no report

Membership- open chair- Looking for ideas on how to boost membership. Possibly do a gift card drawing for teachers who join. Katie will create volunteer spreadsheet and distribute that to committee chairs.

New Business

-Parking spot auction will go live soon, please help share across social media.

-Looking into starting and Instagram Page. Aimee is willing to help get that set up. Looking into Business Suite app to link FB and Insta for easier and scheduled posting, Dene will help with Facebook.

-Registration and Under the Oaks sign up genius will go out. Please sign up to help sell merch. We need a board member for each shift to handle money.

-PayPal, Libby is looking to see if we can customize PayPal here to add a CC fee of \$1 or add a donation option when checking out.

Upcoming Dates

-Auction opens 8/5?

-Registration 8/8-8/11

- Freshman parent meeting 8/11 at 6pm in Auditorium
- Under the Oaks 8/11 at 7pm at the old Jr High
- Auction closes 8/12?
- Faculty welcome back breakfast 8/15 at 8am
- First day of school 8/16
- First PTO meeting 9/1

Adjournment

Meeting adjourned at 11:32am

Katie Pendle
Secretary
Minutes Approved 09-01-2022