



Board Meeting Minutes
January 8, 2024 @ 5:45pm

Meeting Held via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84764017048?pwd=TkV6ZDlxbkRqb3hEaC9hbThTN3YwQT09>

Meeting ID: 847 6401 7048

Passcode: 425788

In Attendance - Travis Hitt, Nicole Booker, Sarah Waible, Marisa Williams, Becky Woodcox, Chelsea Hill

Call to Order 5:45 pm

Welcome & Introductions

- ★ Approval of December 2023 Board Meeting Minutes - Marisa Williams motioned to approve the December 2023 Board Meeting Minutes, Nicole Booker seconded the motion. Motion was put to a vote and unanimously approved. December 2023 Board Meeting Minutes were approved.

Presidents' Report - Travis Hitt

- ★ Happy new year!
- ★ Mail Chimp newsletter - [Sign Up](#)
 - Internal Newsletter created with sign-up and opt-out
 - Presentation of newsletter format
 - Upcoming Events will be three opportunities
 - Adding break-out sessions idea
 - Option to unsubscribe
 - Keep Shepardson PTO logo different from the Shepardson school logo?
 - Refer to the logo Kelli Wallace created on the PTO website
 - Keep obvious that it's coming from the PTO and not the school
 - Pull out school sponsored events to make room for PTO meeting and PTO sponsored events
 - Example for Desktop vs. Mobile view

Principal's Report - Becky Woodcox for Wayne Thornes

- ★ Teacher's are working on report cards
 - Available on ParentVue on Friday, January 12th at 4 pm

The Shepardson PTO mission is to promote the welfare of the students in the home, school, and community and to help build a close relationship between the student, parents and school staff/faculty.

- ★ Today was a teacher workday after the Winter Break

Upcoming Events - Travis Hitt

- ★ January 19th - Roller Land
- ★ February 12-16 - Classified Appreciation Week
- ★ February 16th - Classified Appreciation Brunch
- ★ February 24th - Trivia Night

New Business - Travis Hitt

- ★ General meeting layout (estimated time for new layout ~15 minutes) from feedback regarding new structure and more interactive
 - Pass around dates of events, flyers, and volunteer sign ups (no real conversation)
 - ~10 minutes of 2 breakouts.
 - Groups stay together and talk about topics for a couple of months and then report back to the group
 - Suggested:
 - Community Events & Read-A-Thon
 - Recruiting & Trivia Night
 - End/Beginning of Year & Star Stampede
 - ~5 minutes of open discussion about breakouts (very high level)
 - Feedback - Try for a few months
- ★ Print-outs of volunteer sign-ups and pass around during the meetings
- ★ Nicole Booker presented the Contact Form 2023 and how to access
 - Listed all who had access and how to find the responses, including email addresses
 - Travis Hitt will recreate and have access to all the names
 - Nicole will share previous Trivia Night attendee list to add to the MailChimp and PTO newsletter mailing list
- ★ Trivia Night update - Nicole Booker
 - Kate Hagdorn updated the registration flier (Thank you Kate!)
 - Will be sent home in Friday Folders on Friday, January 12th
 - Nicole will print out color copies to hang around the school
 - Registration went out to Shepardson staff Monday, January 8th
 - Venmo, PayPal, cash, and checks are accepted for payment
 - Becky Woodcox will share on social media and add to the website calendar with flier and attachments
 - Nicole Booker requesting an update of payments, Marisa will do updates weekly
 - Both Nicole and Marisa will check the PTO box for Trivia Night monies
 - Demonstration of the registration form
 - Google form
 - After filling out sends a confirmation with a link for where to pay
 - Trivia section regarding Shepardson history or questions from teachers and students - Jessica Seufer. Not happening as of now, may add a question or two

End of Meeting adjourned at 6:24 pm

Next meeting: February 12th

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