# Welcome & Introduction

## Review Old Business

*All of these events were reviewed through the treasurer's report*

- Popcorn Days (recap)  
  - Laura Anderson

- Santa Event (Vendors/ Raffle)  
  - Amber Coppens/Laura

- December Schoolwide Treat  
  - Brandy Suarez

- December Ornaments  
  - Amber Coppens/Brandy

## Treasurer’s Report

- Review current standings and review & Approve Report  
  - Laura Anderson

  - See below

## Scholastic Book Fair

*March 13th 1pm-4pm; 5pm-8pm  
March 14th 1pm-4pm*

- Will need volunteers for Set up & Tear Down (3/14)  
  - Brandy Suarez  
  - Mrs. Horgan

  Set up will take place on Monday 3/11 at 6 PM; Teardown will happen 3/14 immediately following close of conferences - reach out to GrahamPTO@gmail.com to help

## Family Craft Night

*(Budget $300)*

- Will need volunteers to choose date, organize, order supplies, and run the event, if we are going to hold it

  We have advertised needing organizers for the event, but have not had one identified at this time, so the event will not take place.

## Spring Fundraiser?

- Do you want to organize a school Fundraiser or fundraising event?  
  - Brandy Suarez

  - reach out to GrahamPTO@gmail.com to help

## St. Patrick’s Day Treat

- March 15th

- Donuts from Golden Donuts ($1 per student)  
  - We would like to get more donations/sponsors for this treat so that we can host a
Money will come from partial donations and the remaining treat budget. If you would like to donate please reach out to GrahamPTO@gmail.com to help future end of the year playground treat event for all families.

Field Day
(Budget $550)
Field Day Date Friday May 24th
9am-12pm

- Need someone to find a vendor for the bounce houses. We need 2 obstacle courses
- We need a DJ

Voting for a NEW PTO Board

- Nominations shall begin at the March PTO meeting and continue until one (1) week prior to the April PTO meeting. for the Executive Board Officers; President, Vice President, Treasurer, and Secretary.

- An announcement for the election of the Board Officers must be advertised via Facebook page and at the March PTO meeting.

- Nomination ballots and the collection drop box will be made available in the main office at Marie C. Graham Elementary. And online Nominations will be taken via Google Form.

- In order to run or be nominated for a Board Office position, the candidate must be an eligible voter. (Must have attended one PTO Meeting, helped at one PTO Event; and one other choice from the previous two mentioned.)

- The Principal shall contact all persons nominated to confirm their willingness to serve on the Executive Board of the PTO.

Brandy Suarez
Mrs. Horgan
Laura Anderson
## Monthly Treasurer Report
### Feb-24

### Beginning Balance
$27,194.59

### Income (Deposits)
- 11/21/2023 World's Finest Chocolate $300.00
- 11/30/2023 World's Finest Chocolate $60.00
- 12/4/2023 World's Finest Chocolate $66.00
- 12/14/2023 December Popcorn $597.00
- 12/14/2023 Santa Event $326.50
- 12/20/2023 World's Finest Chocolate - Refund for Overpayment $20.00
- 2/9/2024 Santa Event - Door and ticket Sales $323.00
- 2/9/2024 November Popcorn $3.75
- 2/9/2024 January Popcorn $5.25
- 2/9/2024 February Popcorn $361.00

**Total Income** $2,062.50

### Expenses (Withdrawals)
- 11/3/2023 World's Finest Chocolate - Chocolate Only $12,054.00
- 11/13/2023 World's Finest Chocolate Prizes $762.80
- 11/19/2023 Dollar Tree - Bags for W.F.C. Prizes $6.75
- 11/21/2023 Happys Pizza - W.F.C. Pizza Party $106.00
- 11/21/2023 Oriental Trading Company - School Wide Ornaments $514.90
- 11/24/2023 Gordon Food Service - Popcorn and bags for Popcorn $124.45
- 12/12/2023 Walmart - Supplies for Santa Event $136.92
- 12/12/2023 Amazon - Gifts for Santa Event $81.95
- 12/15/2023 Allen Huber - Santa for Santa Event $200.00
- 12/27/2023 5th Grade T-Shirts $336.50

**Total Payout** $14,348.08

### Ending Balance
$14,909.01

### Recent Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Total Income</th>
<th>Chocolate Expenses</th>
<th>Prize Expenses</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>World's Finest Chocolate Fundraiser</td>
<td>$22,748.35</td>
<td>$12,054.00</td>
<td>$897.33</td>
<td>$9,797.02</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Total Income</th>
<th>Expenses</th>
<th>Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Event</td>
<td>$645.50</td>
<td>$430.87</td>
<td>$228.63</td>
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</table>

### Approved Expenses
- Book Vending Machine: $3,000.00
- 5th grade Celebration: $153.50
- Family Game Night: $1,500.00
- Family Craft Night: $300.00
- Seasonal School Wide Treats (Winter & Valentines): $411.31
- Field Day: $550.00
- Teacher Appreciation Week: $1,500.00
- Field Trip Transportation: $2,100.00
- Pulsers: $700.00
- Next Year’s Planners: $1,022.33

**Total Approved Expenses** $11,247.74