**Inskeep Eagles PTO Meeting**

**Minutes 12/16/24 6:30pm - Virtual on Google Meets**

**Call to Order 6:32 pm**

**Members in Attendance at Virtual Meeting:** Sheilla Stransky, Mandee Graves, Sonja Rosco, Kristina Cokenes, Justine Henry, Angie Reeder, Dawn Quast, Sue Egloff, Kristie Smith, Amy Rosse, Beka Pearce

**Approval of Minutes –** Sue motions to approve, Kristina seconds

**Treasurer’s Report: – as of 12/16/24 - $11,138.94**

* This is a rough number and Kristina is going to go over it with a fine tooth comb so it’s clear for our January meeting – will do this with an updated ledger.

**Committee Reports and Event Recaps**

* Cocoa and Craft Recap – Budget was $400. Sold out of 144 kits and brought in $452. Actual expenses $629.92. -$92.92 from this event. This was due to the over planning for cookies and cocoa.
	+ Event went well for it being our first time. Sold out of the kids and families seemed happy. Grinch showed up at the end and the kids that were still there loved it. Concessions didn’t sell like we thought they would, not sure if this was due to the choir performance being first and people leaving. Planned for 100 people and bought 144 kits and we sold all of those for $3 each. Definitely
	+ If we do this again, choir needs to go at the end of the event. Many people left as soon as choir was done so that made it seem like we had more people than we thought. The performance made it kind of chaotic at the beginning – families that had come to the event and prepay they didn’t have somewhere to sit – if choir is at the end then the families that are coming to the event could have the opportunity to participate in the event
	+ We didn’t advertise the concessions that night with a sign and it could be people didn’t know that we had the extra concessions. Only sold 2 bottles of water.
	+ Someone needs to man the Santa station if we want to write back to the students. Couldn’t read them and also didn’t know where some of the kids would need to be sent to.
	+ Possibly ask print shop if they could make posters for concessions
* Holiday Shop Recap – Made $610.49 – (we made $650.49 but we had to issue a refund for $40 for a kid that bought a gift certificate and was absent during the shopping days). Items seemed more worth the money, less items to choose from and the students weren’t as overwhelmed by choices. Made less than last year, however, we only did a 10% mark up this year and last year was a 20% mark up. No contract has been signed for next year If we want to sign a contract we can now or in the summer. The gift certificates were a huge hit. All items that were IOU arrived today and were passed out. Mandee suggested that we ask the company if we can add a teacher name to the gift certificate so we know what students to pull and who goes with what teacher

**Old Business – none**

**New Business – none**

**Announcements – none**

**Next Meeting Date: January 21 at 6:30pm - virtual**

**Adjourned: 7:07 pm**