



# **Hidden Trails PTA Board Minutes**

## **September 3, 2024**

### **Board Members**

**President-Stephanie Yutan**

**Secretary-Jill Reeder**

**Treasure-Manya Myers**

**Historian-**

**VP of Fundraising-Breona Orduno**

**Parliamentarian-May Evangelista**

**Auditor-Kennis Wond-Chan**

**Teacher Representative-Amber Hofmeyer**

1. Call to Order at 2:54

2. Attendance: Mrs. Sura, Mrs. Hofmeyer, Ms. Myers, Jill Reeder, Breona Orduno, May Evangelista

\*\*\*Note add Mrs. Hofmeyer to PTA Google Drive. Make sure that Ms. Myers and Mrs. Sura have access as well

### **Treasurer's Report**

A. Taxes

a. Need to be completed ASAP

- b. Stephanie has been in contact with the woman who has filed taxes in previous years. Stephanie dropped the book off with her to file taxes
- B. Ms. Myers needs to be added to the bank account
- C. Ms. Myers asked for resources to be trained. May provided Ms. Meyers with a website.
- D. Financial Report
  - a. August
    - i. August Beginning Balance on Hand-\$33,261.46
    - ii. Total Deposits-\$13,082.45 (Spiritwear and Membership)
    - iii. Total Expenses-\$6,051.70
    - iv. Checks Pending-None
    - v. Balance on Hand-\$40,292.12
- E. Auditor's Report
  - a. Completed from last year
- F. Fundraising Report
  - a. Fundraising Review 2024
  - b. September Fundraisers
    - i. Art to Remember
      - 1. Will be done by the teachers
      - 2. Due Date is September 13
    - ii. Thinkin'Local
      - 1. Fly will have a QR code for the app
      - 2. Begins September 3
    - iii. Scoop Night
      - 1. All the positions are filled for scooping
      - 2. September 4, 2024 Wednesday 5:00-7:00pm
  - c. Book Fair
    - i. Scholastic News has been ordered
    - ii. Luke and Vivian Chen are going to head it up again this year
    - iii. Will be in December and May
  - d. Erica Lopez
    - i. Interested VP of Fundraising for next year
  - e. Turkey Trot

- i. November 20
- f. Breakfast with Santa
  - i. December 7
  - ii. Santa needs to have insurance and background check
    - 1. Santa finder app is a good resource
  - iii. Cookie sales: start/end date
  - iv. Kona Ice
    - 1. Made more money than last year
  - v. Dine Out
    - 1. Chino Hills Pizza Co
      - a. October 10
  - vi. After School Snacks
    - 1. If we can find volunteer to run it
      - a. Ideas
        - i. Churros
        - ii. Popsicles
        - iii. Wetzle Pretzle
        - iv. Pickles

#### G. VP of Programs

- a. Room Parent/Art-in-Action meeting
  - i. Print Fliers and distribute
- b. Red Ribbon Week
- c. Trunk or Treat
  - i. October 25
  - ii. No Food Trucks allowed on campus-only in parking lot

#### H. Historian Report

- a. Bind in the office

#### I. President's Report

- a. Approve
  - i. Spiritwear-\$5,356.50
  - ii. Amazon-Rubber bands-\$8.79
  - iii. Doughnuts for 1st Day Cafe-\$62.06
  - iv. Swank Movie License (one year)-\$542

Motion to Approve: May  
Second: Mrs. Hofmeyer  
Motion was approved

- b. Checks to be written
  - i. Mrs. Sura
    - 1. \$105
    - 2. \$342.16
      - a. Already approved through the approval of the budget
- c. Billback for buses
  - i. How much?
- d. Need to pay for AR
  - i. \$7,4200.00
- J. Principal's Report
- K. Teacher's Report
  - a. Newsletter
    - i. Send out once a month to update parents on PTA
  - b. Coffee Cart
    - i. Did this in the past (once a week) and would like to bring it back (once a month)
    - ii. Before School 20-30 minutes
    - iii. In Teacher's Workroom
  - c. In the past had parent meetings before events
- L. Parliamentarian Report
  - a. Training
- M. Old Business
- N. New Business/Annoucements
- O. PTA Parent Meeting/Newsletter (items to bring up)
  - a. Spiritwear
  - b. Volunteer Hours
  - c. Thinkin' Local
  - d. Movie Night
  - e. Membership Drive
  - f. Trunk or Treat

- g. Turkey Trot
  - i. November
- h. Crumble Cookie Fundraiser
  - i. November
- i. December
  - i. Book Fair
  - ii. Breakfast with Santa

P. Upcoming Dates

- a. Baskin Robbins-September 4
- b. Thinkin' Local
- c. Art to Remember
- d. Movie Night
- e. Volunteer meeting
- f. Room Parent/Art-in-Action
- g. Trunk or Treat

Q. Action Items

R. Meeting Adjourned at: 4:12 p.m.