



PFO Meeting Minutes

Date: September 12, 2023

Length: 1 hr

Committee: General

Zoom: **Meeting ID: [830 1303 6966](#)**

Passcode: PFOOFHLA

Objective(s)

- 1.) Update Bylaws
- 2.) PFO Party Vote
- 3.) MYP Dance Vote
- 4.) Training Manual Submissions

Schedule:

Time	Topics	Owner
5:30pm → 5:32pm	Welcome Roll Call: Jessica Rainey-Dent, Julie Lewis, Anita Turley, Zhanna Makovey	President
5:32pm → 5:34pm	Approval of Minutes and Agenda Jessica motioned, Julie 2nd, All Approved	Secretary
5:34pm → 5:36pm	Treasury Report for July and August 2023- Anita motioned, Jessica 2nd, All approved Only this new form will be used instead of the manual finance statement. Treasurer must balance to the bank statement and we can all be able to review the running balance. PFO Monthly/Annual Income Statement	Treasurer
5:36pm → 5:40pm	Be Inspired - "THE BAD NEWS IS TIME FLIES. THE GOOD NEWS IS YOU'RE THE PILOT." - MICHAEL ALTSHULER	

5:40pm → 5:42pm	<p>Old Business</p> <ul style="list-style-type: none"> ● Bylaws- Article 1 reviewed. All in agreement to change the name of PFO of HLA to PFO of RDP. ● Volunteerism - Video Update- Zhanna, Jessica, Julie - Will talk about it at the next meeting. Best to get the recruitment video done during Leadership Class, 10:30 - 11AM. (Why we are involved in the PFO) ● MYP Dance Vote - Event Proposal - Mrs Julie - The Event Proposal has been approved and all that is needed is the cash for the food to be given to Mrs Julie. ● Party Ideas - Vote - Jessica - It was voted to go to Fixins for a celebration dinner on Nov 4th around 3pm - 5pm. Jessica will make the reservations. ● Shed Update - Anita - The shed is completed and the floor has been installed. The bins are ordered and will fit perfectly. All party Items will be stored in Mrs Julie's shed ● Training Manual Submissions - Anita - Jessica submitted the President's role training sheet. Anita has completed two "How-to" and the Income Statement worksheet. ● PFO Pics - Zhanna - FHS Student? Need student(s) to take photos during events. May be able to access pics that GCC takes through their website. 	Team
5:42pm → 6:24pm	<p>New Business</p> <ul style="list-style-type: none"> ● TNT Fireworks Intro - Anita, Megan - All fees and licensing is on consignment. Lots of fees because of 	Team

the fire hazard. They find the spot and there is a fee to the person that owns the property. The credit check will be under RDP and the check will be cut to PFO. We must have PFO members manning the booth equally. No cash for sales. No one under 18 is allowed to sell fireworks. Every night there is the option to drop your leftovers on their site where armed guards are protecting the product. Won't know if we will participate until we get a spot and the credit check passes. Location is super important. Presales are also an option.

- **Harvest Festival - Anita** - Meeting held in Mrs Sargent's class. The PFO will have a Snack Shack for fundraising. Games are needed and will be free to play. Trunk or Treat, Games, Henna, Face painting, Pumpkin walk, Petting Farm. Will have the class carved/decorated pumpkins will serve as prizes for the walk. Haunted house, Spooky Drinks, Bounce Houses, Food, will be the fundraisers. Need donations for candy, baskets of goodies, for costume contest. Theme for each grade for the donated baskets.
- **IB Visit - Mrs Kaur**- Looking for parents to participate with the Zoom meeting. Sept 18th and 19th
- **Coffee W/Principles - Sept 13, 7:45 am**
- [Shack Shack Volunteer Sign Up](#)
 - **Need Volunteers for Sept 22**

6:25pm → 6:29pm	<ul style="list-style-type: none"> • Items for next agenda - Video for recruitment, Photographer for events, Harvest Festival updates, Training Manual submissions, Bylaws review (Article 2), TNT updates, Holiday giveaway 2023(?) • Open for Discussion 	
6:29pm → 6:30pm	<p>Closing</p> <p>Next meeting date – Tuesday October 10, 2023 5:30pm Please invite someone new!!</p> <p>Even if they are not sure they will join. At least they can see what a benefit PFO is to HLA, FHS and our community. Spread the word to other Parents, Faculty and Students</p>	President
6:30pm	Adjournment	President

"Success is not final, failure is not fatal: it is the courage to continue that counts."

- Winston Churchill