



# Ben Franklin Academy PTO AGENDA

**Date: 10/19/17 Time: 6:30-8:30pm**

Location: Ben Franklin Academy, 2270 Plaza Drive, Highlands Ranch, CO

**Welcome and Ice Breaker: Emily Tenhundfeld (6:30-6:45 pm)**

**President: Mollie Anderson (6:45-7:00 pm)**

1. Buddy bench update-no update yet
2. BENefit Bash appeal-Working since April, please be prepared to volunteer to help, baskets, at the event, etc. Consider any/all options!

**Vice President: Christi Richardson (7:00-7:15 pm)**

1. Directory On Tap update- Email was sent out to all parents yesterday. Same password as last year. Suggest that folks keep the email.

**Secretary: Mindy Pooler & Lisa Travis Fischer (7:15-7:30 pm)**

1. Vote List Review- No votes since September 17, 2017.

**Treasurer: Lisa Watanabe (7:30-7:45 pm)**

1. Treasurer's report- Sept \$65,960
2. Year-to Date Financial Status – working with accountant to get last year's taxes finalized. Filling out long tax form as our community was very generous last year.

**Fundraising Coordinators: Rachael Hamburger & Serena Grissom (7:45-8:00 pm)**

1. Sponsorship updates- Denise- \$13,750 annual and \$3,000 for bash specific. Suggest getting a head start in the future. Procurement and sponsorships tied together and start in the spring. One visit to people—sponsor, donate, add-ons as options.
2. Spirit nights
  - o November 15 – Chick Fil A (Change from Mici)
  - o December 6 – Aspen Grove Experience- In the process.
3. BENefit Bash – 23 DAYS AWAY- Get tickets!! sign up to help: decorate, auction monitor, runners, breakdown-
  - o Team meetings
    - Shanah Windey (Tuesday night) at 6:00
    - Bid sheets and boards
  - o Work meetings and schedule leading up to the event
    - Lotting and basket assembly
    - Basket assembly- Stephanie- Oct 29, Oct 30, Nov 2 at 6pm at Mindy's.
  - o Volunteer needs for "day of event" – Decorate, auction monitors, heads/tails bead necklaces, wine wall/growler grab, runners, set up, and tear down.
  - o Password cards (Mikey volunteered)
4. Scrip update- Coordinator is Rachelle Callahan. It will start in time for the holidays

**Social Coordinators: Katie Devlin & Kim Byers (8:00-8:15 pm)**

1. Father/Daughter Event - February 3- meeting after the BENefit Bash
2. Dad's Night Out (Ben's Brigade) – November 2 @ Bowlero Lanes in Lone Tree from 6-8 pm
3. Mom's Night Out recap- Fun 10-15 people. Bash donation from C.B & Potts!

**Room Parent Coordinators: Amanda Trenk & Emily Tenhundfeld (8:15-8:30 pm)**

1. Halloween Parties- Information sent out for parties.
2. BENefit Bash Baskets-Almost finalized the class baskets, lotted into the auction software. Awesome baskets! Raised more money than expects. Book baskets-teacher recommended- are wonderful and will be great sellers. Goal of 29 baskets and ended up with 46 baskets.

**Next PTO Meeting  
November 16, 2017 at 6:30pm in the Science Lab**