

## Minutes from 11\_22\_2022 Winter Social planning meeting

I

1. Attendance: Erin C, Nicole S, Amy B, Sonja C, Nyeshia R, Healthier L, Sarah Z
  
2. Basic information on Winter Social
  - Will be held on Thursday December 1, 2022, at Woolslair
  - 6-7:30 in the cafeteria
  - Set up from 5-6
  - Clean up from 7:30-8
  - Sign Up Genius
  - Nyeshia can talk to afterschool program about coordinating times, etc
3. Committee Check In
  - *PTO information distribution*
    1. Amy Byerly
      - a. Flyers to Hand out – done by Amy B
      - b. Signup sheets-
        - i. Sarah Z will make signup sheets
        - ii. Do we need to list events – to be discussed 11/29
        - iii. Do we need a calendar – to be discussed 11/29
      - c. Casual Conversation/ Generation of interest – at table with flyers and sign up
      - d. Raffle signup sheet – numbers from the signup sheet used for raffle
        - i. Draw names with number generator
  - *Refreshments: (planning for 125)*
    - a. Hot Cocoa Bar
      - i. Cocoa: swiss miss packets from restaurant depot (Erin and Sarah)
      - ii. Cambro's- use them for pre-mixed cocoa for little ones (Nicole)
      - iii. Large container to heat water; mix your own
      - iv. Add ins- candy canes, marshmallows, choc chips (Nicole)
      - v. Cups \*\* *Sharilyn will bring those into school during the day*
      - vi. Set Up Ideas – all in one line

- b. Cider
  - i. Cider \*\* Sarah z – 3 gallons of cider
  - ii. Croc pots
  - iii. Cups \*\* Sharilyn
- c. Food
  - i. Bowls – silver big bowls for apples/oranges (sarah Z)
  - ii. Apples and oranges \*\* Sarah Z
  - iii. Popcorn \*\* Nicole S
- d. Cookies
  - i. (2) 72 pack from GFS
    - 1. Nicole S will bake one, Erin will bake one
  - ii. Icing – Amy B
  - iii. Sprinkles – Nicole and Erin
- e. Water – drinking fountains

- *Crafts*

- i. Nicole S and Nyesha
- ii. Beaded Wreath and candy cane ornaments
  - 1. Nicole S has 2 sets, Nyesha bought more beads and pipe cleaners
- iii. Recycled box winter city
  - 1. We could use more small boxes; keep collecting boxes
  - 2. Kids decorate with stickers, colored pencils
- iv. Banner to color on
  - 1. Nyesha – has banner, markers, all good!
  - 2. Bubble lettering by Leyton (Amy's teen coming that night)

#### 4. Other Items

- Gift basket
  - i. Nicole S has basket with cups, hot cocoa, caramel corn, tea, cookies
  - ii. Will take more donations



- Flyer on Peach Jar from school
- Decorations
  - i. PTO Winter Social signage
    - 1. Welcome Signs
    - 2. Table Runners
  - ii. Holiday lights by doors
    - 1. Sarah Z will bring some in
    - 2. Nicoles S to bring in as well
    - 3. Extension cords from Sarah and Erin

5. Review Items Still Needed

- Email afterschool program
- Send the signup genius

6. Next events

- Tuesday November 29: PTO Meetings for Events and Bylaws
- WINTER SOCIAL DEC 1<sup>st</sup>!!!!