

**PTA Meeting Agenda
MacArthur Elementary School
Thursday November 20, 2025**

Welcome & Overview

- Quick review of September meeting -
 - Approve September Meeting Minutes.

Treasurer's Report

- Financial update:
- Discussion: upcoming purchases (supplies, event needs)
- Vote on Fall Fundraiser Amount to go back to Art room
- Fridge

Events & Committees

- **Past Events Recap:**
 - Staff Appreciation - Conference, Fall Art Fundraiser, BINGO, Book Fair
- **Upcoming:**
 - Restaurant Fundraisers:
 - Cafe Zuppa's: Dec 2025 date TBD (I will know next week)
 - Chocolate Factory (Falls Location): Jan 13, 2026
 - Jersey Mikes (Gtown): February 2026 (Date TBD)
 - Directory Form (Lauren)
 - JK Lee Black Belt
 - Germantown Ski Club
 - Spelling Bee - Volunteers Needed
- **Big Events (Overview):**
 - MacCarnival - Michelle
 - Chair/lead needed
 - Trinkets/Prize Committee – volunteer needed
 - Fun Run
 - Committee formation (Fall 2026)

Fundraising Goals & Brainstorm

- Big Ticket Items for Eagle Store (older kids)
- Coffee/Soda Monthly Stock/Snacks for staff - Lindsey Update?
- [Sensory Hall \(approx. \\$1,100\)](#)

Open Floor

Principal/Teacher Q&A

- Updates from Dr. Steve, Mrs. Imig

Closing

- Next Meeting December 11, 2025 at 7pm

MacCarnival Committee Meeting Agenda

1. Call to Order

- Overview of meeting purpose

2. Review of Previous Event

- What worked well
- What needs improvement - Front Door Tickets - better welcoming system, second entrance (Ask steve)

3. Tickets & Presales (Katie)

- Ticket pricing
- Presale format (online/paper)
- Distribution timeline - No venmo and set givebacks

4. Games & Activities (Coral)

- Confirm game list
- Identify new game options
- Supply needs
- Punch Tickets? Who prints all these

5. Inflatables (Coral)

- Vendor options and pricing
- Selected inflatables
- Safety requirements
- Staffing needs

6. Trinkets & Prizes (Rachel)

- Inventory review
- Items to order
- Budget

- Prize table layout & volunteers

7. Food & Concessions (Lauren)

- Menu selection
- Pricing
- Vendor or DIY options
- Required volunteers
- Payment method (tickets or cash)

8. Silent Auction & Baskets (Dana/Brie)

- Business outreach updates
- Basket themes
- Display setup
- Bid sheets & closing time

- Checkout process
- Online bidding decision

9. Cake Walk (Maggie)

- Number of cakes needed
- Donation plan
- Ticket cost
- Volunteer roles

10. Volunteer Coordination (Maggie)

- Full list of volunteer needs
- Sign-up process
- Shift lengths
- Setup and cleanup crews

11. Event Layout & Flow

- Building map
- Entry/ticketing flow
- Placement of games, food, auction, inflatables
- Parking and safety considerations

12. Proposed Changes From Last Year

- Items to keep
- Items to change or remove
- New ideas for improvement

13. Budget Overview

- Estimated total expenses
- Revenue goals
- Sponsorship opportunities

14. Next Steps

- Assign leads for each area
- Set deadlines and follow-up tasks