PTCO Meeting Minutes
Black Forest Hills Elementary
August 10, 2026 at 10:00am

In Attendance:
Emily Turnquist, Abbie Marasl, Jen Lopez, Ellen Artz, Tawnya Jager

Call to Order: **Ellen Artz (second Emily Turnquist) at 10:12am**

Board Members and Chairs in Attendance:

- Ellen Artz, Co-President
- Jen Lopez, Co-President
- Emily Turnquist, Treasurer
- Abbie Maras, Secretary
- Tawnya Jager, VP Fundraising

1. Call to Order

The meeting was called to order by Ellen Artz and seconded by Emily Turnquist at 10:16am.

2. Meet Your Teacher Day Planning

PTCO Table Coverage

Board reviewed volunteer availability.

Committee Sign-Ups

Confirmed committees to promote — Fun Run, Trunk or Treat, School Dance, Auction.
Sign-up sheets will be prepared and displayed.

PTCO Bulletin Board

Board agreed the bulletin board needs updated event info and refreshed visuals.

King Soopers Rewards Push

Board confirmed plan to help parents register at the table; lollipops for kids approved.

Materials & Supplies

Reviewed signage, QR codes, clipboards, pens, candy, and handouts needed.
Supply list drafted; T-shirt size collection process confirmed.

3. Fun Run Preparation

Prizes & Incentives

Reviewed prize tiers and incentive levels.

Merchandise

Discussion: T-shirt and patch designs reviewed; quantities discussed.
Ready for final order.

Sponsors & Pre-Promotion

Discussion: Identified outstanding sponsor requests and tasks needed before promotion.
Look in the PTCO closet for signs.

4. Back-to-School Night Planning

Presentation

Board discussed whether Ellen and Jen will present.

PTCO Information

Discussion: Identified key PTCO topics to highlight for families.

Materials & Recruitment

Discussion: Plan to reuse Meet Your Teacher materials; reviewed table staffing and volunteer recruitment.

5. Open Items / Next Steps

Reviewed remaining tasks and deadlines.

6. Adjournment

Motion to Adjourn: Ellen/Tawnya at 12:30pm