

# MEETING MINUTES

NOVEMBER 14 , 2022 - 6:30PM AT SWEETSIR SCHOOL  
MEETING CALLED TO ORDER BY: PTO PRESIDENT: KAITLIN PELLERIN  
MEETING MINUTES TAKEN BY: JACLYN KELLEY

## MERRIMAC PTO MEMBER MEETING

### MEMBERS IN ATTENDANCE

Jaclyn Kelley, Kaitlin Pellerin, Tracey DeCresenzo, Colleen Forrest, Sara Vendshus, Dawn Ackerman, Krista Niles, Sarah Elwell, Nancy Lombart

### TREASURY REPORT

Financial Status Update by Tracy DeCresenzo

- **Budget review:**

- o Balance as of 10/18/22 \$29,655

- o **Money Raised:**

- Meadow Farms- \$4,567
- Cash Donations From Events- \$20
- Prior School Year Bookstore Money (4/29 Donaghue)- \$244
- Harvest Fest Income (Flashlights, Farm, Food Truck)- \$2,545
- Bookstore Donaghue- \$325

Total Cash In- \$7,701

- o **Expenses:**

- Santa for Polar Express- \$215
- Sparkle Gear Donation Incentive- \$28
- Library Books (Read A Thon Proceeds)- \$745
- Book Store Books- \$1,343
- Harvest Fest (DJ, Balloons, Dessert)- \$452
- Bells for Polar Express- \$100
- SquareSpace Annual Fee (Website)- \$235
- Insurance- \$690
- Tax Filing- \$35
- Snacks for Coffee with Counselors- \$29
- Snacks for Board and Brush- \$24
- Website Redesign- \$800
- Postage for taxes- \$2
- Meadow Farms balance- \$325

Total Cash Out- \$5,022

Balance: \$ 32,334

- o **Holds/Commitments:**

- Polar Express Income- \$375
- Cookie Decorating Income- \$125
- Bookstore Income (undeposited and upcoming)- \$800
- Board and Brush Income- \$225
- Holiday Decor Expense- \$270
- Appropriations Expense- \$1,000
- Author Visits Expense- \$500

	<ul style="list-style-type: none"> <li>▪ C&amp;C Spot Visit Expense- \$1,000</li> <li>▪ Plymouth Plantation Expense- \$1,500</li> <li>▪ Field Trip Request Expense- \$250</li> </ul> <p>Total Holds- \$2,890</p> <ul style="list-style-type: none"> <li>● There is about \$32,334 available cash as of current date.</li> <li>● Remaining 2022 Read- A- Thon Proceeds- \$17,660.50</li> </ul>
<h2>HOT TOPICS</h2>	<ul style="list-style-type: none"> <li>● <b>Holiday Helper</b> <ul style="list-style-type: none"> <li>○ Kathy Sullivan is setting up a list of students in need.</li> <li>○ Amazon Wishlist will be created- Jackie will help if needed.</li> <li>○ Trying to get the lists early, so it's not short notice</li> <li>○ PTO is willing to donate Spiritwear</li> </ul> </li> <li>● <b>Spiritwear</b> <ul style="list-style-type: none"> <li>○ The PTO would like to sell Merrimac Merchandise. An idea of purchasing some samples to have at events, so that people can see the items in person.</li> </ul> </li> <li>● <b>Book Store</b> <ul style="list-style-type: none"> <li>○ 11/18 and 12/16</li> <li>○ A lot of books were purchased in order to have as much stock as possible. The idea is to get books into kids' hands.</li> <li>○ It would be beneficial to have a more detailed flyer sent home explaining what the bookstore is and a range of how much books cost.</li> </ul> </li> <li>● <b>Barewolf Brewery</b> <ul style="list-style-type: none"> <li>○ The space at Barewolf Brewery is free for non profits during November and December.</li> <li>○ Dinner will be provided by 5 Daughters.</li> <li>○ Music will be played using a speaker and spotify.</li> <li>○ Silent Auctions available</li> <li>○ The cost of the event is \$20 per person. This includes dinner. The fee can be paid through the PTO Website, or Venmo.</li> <li>○ There will be a cash bar.</li> </ul> </li> <li>● <b>Scholastic Book Fair</b> <ul style="list-style-type: none"> <li>○ Scheduled for May at both the Donaghue and Sweetsir</li> </ul> </li> <li>● <b>Indoor Field Trips</b> <ul style="list-style-type: none"> <li>○ <u>Author Visits</u> <ul style="list-style-type: none"> <li>■ Alec Carvelin, author of "How to Bake a Universe" will be at the Sweetsir School during the second week of December. The PTO approved \$650 for this event.</li> <li>■ KDO- Kings Day Out will be coming to the Sweetsir in the Spring. A reading of the book and a craft will take place. This will happen around the time of the Flatbread Fundraiser in March.</li> </ul> </li> <li>○ <u>Code and Circuit</u> <ul style="list-style-type: none"> <li>■ Spot the Robotic Dog 11/28 at Donaghue</li> </ul> </li> <li>○ <u>Water Protection Program</u> <ul style="list-style-type: none"> <li>■ The PTO Approved a \$250 expense for a Water Protection Program for 5th Graders.</li> </ul> </li> </ul> </li> </ul>

**Misc.  
PTO  
BUSINESS:**

- **Ski Club**
  - Check will be sent to Bradford in the middle of December.
  
- **Lego Club**
  - Tracy discussed setting up a lego club. It would be simple and easy. This club will meet monthly.
  - At the Sweetsir the focus could be just to play and build with legos.
  - At the Donaghue students could create lego structures using a theme.
  - These creations could be displayed in the glass case in the library at the Donaghue.
  - The PTO will look for lego donations from the school community.
  - Henry has a lego mindstorm kit that he can't use, so the PTO will ask about the bricks and what they are being used for.
  - Registration will take place for each month.
  - More details to come in the future.
  
- **Yearbook**
  - Sarah Elwell expressed interest in helping with creating a yearbook. She will look into Tree Ring which has been used in the last few years, but will also check in with the vendor used this year for school pictures.

The Next PTO meeting will take place on January 9, 2023 at the Sweetsir School  
at 6:30PM