

MERRIMAC PTO MEETING MINUTES

Executive Board Member Meeting on 08/22/2017		
8.22.2017	6:00pm - 8:00pm	Sarah Gilmore's Home
Meeting called by	Sarah Gilmore - President	
Type of meeting	Executive Board Meeting	
Note taker	Sara Vendshus	
Attendees	Sarah Gilmore, Nancy Lombart, Brienne Walsh, Jon Bartholomew, Cheryl Burkinshaw, & Sara Vendshus	
Items of Discussion:		
Conducting Meeting:	Sarah Gilmore	
Treasurer Report:	<ul style="list-style-type: none"> • Reviewed Treasurers Report - Looks like a good positive start for the school year. Should have a few thousand dollars • 5k Fundraiser: Great day, very successful. Raised an estimated \$2700 from the event. 	
Miscellaneous PTO Business:	<ul style="list-style-type: none"> • Future PTO Meetings: To be held the 2nd Wednesday of each month at Sweetsir School. Beginning on Wednesday 9/13 @ 7pm. • Helpful in Future: Would be helpful to organize & put together a worksheet, or small booklet as an "operations manual" to assist future chairs of larger events in planning details. Nancy will take the lead on this. • Discussed Overall Goals: To bridge gap between parents and teachers to enrich students overall educational experience. Sara V. to prepare a welcome letter to teachers. Include the following: <ul style="list-style-type: none"> ○ Introduce new PTO board. ○ Reminder to utilize us in asking for help & funding for classroom needs (est \$1,000/grade) ○ Info re: meeting dates & times. ○ Reminder of deadlines for appropriation requests. ○ Encourage communication with us for classroom needs or volunteer help. • Appropriations Forms: Form needs to be updated with clear, specific deadline dates. TWICE A YEAR. DUE OCT 31st & FEB 28th. Cheryl to take the lead on updating form. • Change in Bylaws?: Potentially changing by-laws to include more specific information regarding details of tasks assigned to executive board members. Not sure how specific they should be. Cheryl will reach out to contact to get insight and report back ideas. • Communicating with Parents: Potentially utilize the member email contact list to write a monthly newsletter. Will continue to use the school weekly email as well. Sarah Gilmore to look into merging the Facebook page/person / place / and group all into ONE source to look for information from. • Share Information: Previous PTO President had several notes on last years fundraisers & appropriations. Sara V. has digitized all notes & will share link with all board members to use as reference for events in future as needed. 	
Upcoming Events:	<ul style="list-style-type: none"> ○ Yankee Candle Fundraiser- <ul style="list-style-type: none"> ▪ Dates are all set for fall fundraiser. They will have a table to kick things off at the back to school night. ○ Merrimac Goes Back to School (Erin Raine is chairperson)- <ul style="list-style-type: none"> ▪ "School Kidz" was supposed to provide school supplies for families who signed up for pre-packed supplies. Should be delivered by first day of school. Delivery date is in question. Sarah Gilmore has contacted Staples to confirm and demand an ontime delivery. Still waiting for their response, Sarah will give update to parents, and board when more information becomes available. We may need to organize a last minute night of preparing bags for students who ordered. ▪ PTO member drive should happen at the MGBTS event. Sara V. to contact Erin letting her know we will have a PTO membership table with a display board advertising becoming a member. Sara V. assigned to making membership forms for parents and teachers to fill out and submit at the table. Whoever can be there recruiting members could also try to recruit someone with website experience. ○ Harvest Festival: <ul style="list-style-type: none"> ▪ Will need to discuss more details for plans and find someone to chair the event ASAP. Either from MGBTS or from the first PTO member meeting. ▪ Sara V. will contact previous year organizer (Liz Sforza) to get info & notes for what worked and what didn't. 	

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Items of Discussion (continued):

<p>Review of Potential 2017-2018 Fundraisers & Events</p>	<p>FALL EVENTS: September - November</p> <ul style="list-style-type: none"> Merrimac Goes Back to School Yankee Candle Fundraiser Square One Art (<i>Drew Dupre</i>) Harvest Festival 	<p>WINTER EVENTS: December - January</p> <ul style="list-style-type: none"> Holiday Flower Sale (<i>Brienne?</i>) Breakfast With Santa Cash Calendar? With Gift Cards? (<i>Cheryl looking into details, will need approval from Russ</i>)
	<p>SPRING EVENTS: February - June</p> <ul style="list-style-type: none"> Sweetheart Dance Yard Sale Mothers Day Flower Sale (<i>Brienne?</i>) Ice Cream Social Teachers are Souper Movie Night (<i>Brienne Walsh looking into</i>) 5k Family Race 	<p>OTHER EVENTS: Undetermined Dates</p> <ul style="list-style-type: none"> Sponsor a Classroom Yearbook Bingo (<i>Jon Bartholomew</i>) Dodgeball Night (<i>Russ?</i>) Boxtops (<i>Cheryl to look into who's taking care/advertising for this</i>) ASE Cultural Arts Bookstore (<i>Nancy to find out who's doing this- Danielle or Patty?</i>) Paint Night (<i>Drew Dupre & Brienne Walsh</i>) Auction Spirit Wear
<p>Action Items & Tasks Assigned:</p>	<ul style="list-style-type: none"> <u>Sarah Gilmore:</u> <ul style="list-style-type: none"> Continue following-up with Staples & Erin regarding School Kidz Supplies. Update & Merge facebook pages & add executive board members as admins. Direct & Oversee events & Executive Board Member tasks as needed. <u>Cheryl Burkinshaw:</u> <ul style="list-style-type: none"> Update the appropriations forms & distribute to teachers & post to facebook/website. Reach out to contacts to get insight for Cash Calendar & PTO By-laws. Reach out to contact for BoxTops & potentially help rev-up interest & advertise more. <u>Nancy Lombart:</u> <ul style="list-style-type: none"> Begin to organize ideas for eventual "operations manual" of events. Find out who's running the bookstore. Possibly Run the table to recruit for new PTO Members <u>Brienne Walsh:</u> <ul style="list-style-type: none"> Continue to prepare paperwork for a movie rights license. Advertise BoxTops at local senior centers. <u>Sara Vendshus:</u> <ul style="list-style-type: none"> Prepare "Welcome" Letter to send to teachers regarding the new PTO info. Share digital copy of previous PTO Prez. Notes from last school year. Contact Erin about having a PTO membership table at MGBTS. Create a membership form for new members to fill out & hand out at MGBTS. Make an advertisement board to recruit new PTO members for MGBTS. Contact previous Harvest Fest Lead to get insight & info for planning. Prepare Agenda for September PTO meeting. <u>Jon Bartholomew:</u> <ul style="list-style-type: none"> \$ Money in the bank. 	