

CANDIA PARENT TEACHER ORGANIZATION
General Membership Meeting Minutes
May 10, 2012

OPENING: The meeting was called to order at 7:04 by Sharon Dewitt.

ATTENDEES:

An attendance list is available. Eight people were in attendance.

DISCUSSION TOPICS

Event Updates:

- **Movie Night** – Will be May 11th. The movie will be Chipwrecked. Pizza will be sold as the food item.
- **After-school Craft** – Will be May 23 and 24th. Permission slips are being distributed.
- **Teacher Appreciation Week** – It will be the week of May 14th. Wednesday is CCWC. Friday is PTO luncheon. Jodie has a number of volunteers ready to help assemble a lunch platter.
- **Box Tops** – Tammy will organize the last submittal for the year. Everyone who turns in box tops will get a prize. The organization has received a total of \$1,248 from Box Tops. Jodi congratulated Tami because the PTO took in more revenue than was originally budgeted.
- **Website** – Looks good. Nothing new.
- **Spirit Day** – Will be June 13th. Erin Asselin is coordinating this year's event and has started sending out emails for suggestions. It will be a medieval theme. Jodi will order the food from Tyfany and coordinate the donations of watermelon and cookies from parents. The members discussed games for the event. Sharon suggested anyone who has ideas to email Erin.
- **Fundraising** – Joyce presented the information she received on a fundraiser for the fall. It is a company that she used when she lived in Nashua. The items for sale are nice and good quality. Joyce put out the samples she received. Joyce and Jodi comparison shopped another company to compare two firms. The quality of the second company was not as good as the first. Joyce has worked with the first company before and has had a good experience with them. The group discussed timing. Mid-September was discussed as the time to roll out the order slips and catalogues. It should take a "committee" of two to three people to coordinate distribution, review the order forms, and deal with the finances. A motion was made to move forward with the Genevieve fundraiser. The motion was seconded and passed.

Open Positions –

Tami has offered to be President-elect. Sharon will be President. Joyce has offered to be Treasurer. Jodi offered to be auditor (two year position). Catherine offered to be auditor (one year position). Dick Snow made a motion to elect this slate. Catherine seconded the motion. Motion passed.

Nancy Maloney put the question out about the PTO and whether enough people were volunteering. The group discussed whether coming to the meetings was important for rank

and file members. Sharon felt that her views on this had changed; that it is more important for people to volunteer to help and run events than come to meetings.

Budget review – Jodi passed out the current budget. Next year’s budget is needs to be approved in June. Dues are at a reasonable level. Box tops are budgeted to bring in \$2,500. Movie night is budgeted at \$500. The group went over different lines in the budget and how they get reported. The group discussed the figure to use for the event fundraisers; \$8,000.

The group then discussed the expenses. Sharon suggested that the Agriculture Day be increased to \$1,200. A motion was made to pay \$1,000 to Nancy Maloney as an “Artist in Residence” to organize Agricultural Day. The motion was seconded and passed. The remaining amount on that line item would be for food.

The group discussed the gift to the school. The quote for the fence the school requested came in at \$6,000. The group decided that would be too expensive. The group then discussed the music composition software but the cost for that is about \$2,500 and it is also too expensive. The group tabled a decision on the gift.

The group then discussed several other expense lines. The group agreed that the Artist in Residence budget would be dropped to \$2,500. The group talked about the drama guild, holiday shop, insurance/PTO today, media support fund, and several others.

The next item for discussion was staff reimbursement. The group decided to leave it at \$75 per teacher as a total for reimbursement. A motion was made to offer reimbursement to teachers (not paraprofessionals). The motion was seconded, and passed.

The seminar line will be removed for next year.

REGULAR BUSINESS

Secretary’s Report: A motion was made to accept the April 2012 meeting minutes. A motion was made, seconded, and the minutes were accepted.

Treasurer’s Report: A motion was made to accept the Treasurer’s report. A motion was made, seconded, and the report was accepted.

OTHER BUSINESS

Catherine asked the group to think about whether we wanted to do the student directory the same as last year. Also, do we want to target emails to specific volunteers or do “blanket” membership emails. Nancy Maloney brought up the idea of asking people in June to head committees for next year.

ADJOURNMENT – Meeting was adjourned at 9:00pm.

Minutes submitted by: Kathy Allen