

CANDIA PARENT TEACHER ORGANIZATION
General Membership Meeting Minutes
September 13, 2012

OPENING: The meeting was called to order at 7:05pm by Sharon Dewitt.

ATTENDEES:

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

DISCUSSION TOPICS

Introduction

Sharon introduced the board members to the parents present. Introductions were made. Sharon also gave a brief presentation of the events typically held through the year.

Event Updates:

- **Genevieve Fundraiser** – It is a catalog fundraiser that will be kicked off on September 21st. Items sold are Crabtree and Evelyn, special flavor Boston Coffee Cakes, chocolates, and other quality items. All items will be delivered in time for Thanksgiving.
- **Further fundraising efforts** – The PTO is in need of a fundraiser chairman. The Genevieve catalog sales will be the first sales effort in five years. It has been very successful at other schools and the board is hoping it will be successful here as well. Sharon presented information about a “Game Night” fundraiser. It is a company where they set up a Game Night that parents can come with their kids to play games; the organization makes money if a game is sold. The group present suggested other ways to augment the sales: selling food, a 50/50 raffle, or small entrance fee. The parents present were enthusiastic about holding Game Night. One of the parents also suggested a “Bowl-a-thon.” Other parents suggested a silent auction, baby-sitting nights, a “kiss a pig” or “duct-tape a teacher” fundraiser.
- **Ice Cream Social** – Will be held next week during open house for 3-8 graders. We are ordering Hoodsie cups rather than scooping ice cream but the kids can still put toppings on them. Open house is from 4:30 – 6pm. A few volunteers are needed to man the table.
- **Budget Review and Finalization** – A copy of last year’s expenses and the current proposed budget was presented. The board is hoping to raise under \$14,000 for the current budget. Programs will be adjusted depending upon what fundraising is achieved. A motion was made to accept the budget as presented. The motion was seconded and passed unanimously.
- **Meetings** – PTO meetings will be held the 2nd Thursday of a month at 7:00pm at the school. The dates for the meetings will be put on the school calendar.
- **Calendar dates** – Sharon went over the dates of the events scheduled. She will submit a facility form to the school and will have the dates listed on the website calendar.

REGULAR BUSINESS

Secretary’s Report: The minutes from the June 2012 meeting were approved as written.

Treasurer’s Report: The budget was approved as noted above.

ADJOURNMENT – Meeting was adjourned at 8:25pm.

Minutes submitted by: Kathy Allen

July 2012 7/1/12-6/30/13	fy2012 Actual	fy2012 Variance	fy2012 Budgeted	fy2013 Actual	fy2013 Variance	fy2013 Budgeted
Income Sources						
Membership Dues	\$530	\$30	\$500		\$(500)	500
Fundraiser – Boxtops/Labels/Hannaford/etc (net of expense)	\$2,850	\$350	\$2,500		\$(2,500)	2500
Popcorn Deposits	\$734	\$(466)	\$1,200		\$(1,200)	1200
Fundraiser Genevieve/Wine Tasting	\$7,044	\$(1,956)	\$9,000		\$(8,000)	8000
Total Income	\$8,120	\$(2,042)	\$13,850		\$(12,200)	12200
Administrative Expense	\$540	\$160	\$700		\$(700)	700
Afterschool Crafts	\$9	\$241	\$250		\$(250)	250
Agricultural Day	\$0	\$175	\$175		\$(1,200)	1200
Annual Gift	\$0	\$500	\$500		\$(500)	500
Artist in Residence Programs	\$2,350	\$650	\$3,000		\$(2,500)	2500
Digital Camera Supplies	155	\$95	\$250		\$(150)	150
Directory - School	\$120	\$(20)	\$100		\$(100)	100
Holiday Shop	\$365				\$(300)	300
Gift of Reading	\$1,000	\$0	\$1,000		\$(1,000)	1000
Gifts Given	\$447	\$53	\$500		\$(500)	500
Insurance / PTO Today	\$320	\$80	\$400		\$(350)	350
Math League	\$90	\$410	\$500		\$(500)	500
Movie Night Program	\$380	\$(180)	\$200		\$(400)	400
Popcorn Program	\$710	\$290	\$1,000		\$(1,000)	1000
Read Across America	\$850	\$150	\$1,000		\$(1,000)	1000
Scholarships & Awards	\$0	\$1,100	\$1,100		\$(1,100)	1100
Spirit Day	\$0	\$500	\$500		\$(500)	500
Staff Appreciation Week	\$0	\$250	\$250		\$(200)	200
Staff Reimbursement	\$1,503	\$272	\$1,775		\$(1,725)	1725
parenting seminar	\$458				\$0	
Total Expenses	\$8,839	\$4,726	\$13,200		\$(13,975)	\$13,975
Net Income/(Loss)	\$(719)		\$650			