

**CANDIA PARENT TEACHER ORGANIZATION**  
**General Membership Meeting Minutes**  
June 13, 2013

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**OPENING:** The meeting was called to order at 7:04pm by Sharon DeWitt.

**ATTENDEES:**

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

**DISCUSSION TOPICS**

- **Artist in Residence** – Joyce Bedard reported that Jodi Hedstrom has coordinated to have a Zumba instructor give the students a demonstration and workout as a physical education program.
- **Website Update / Skydrive** – Sharon reminded the current officers and committee chairs to put information in SkyDrive for next year's board.
- **Spirit Day** – Spirit Day was held on May 6<sup>th</sup> as planned. The members present who helped out at Spirit Day discussed how it went and what issues arose. The group felt that better communication next year would be beneficial. Some members reported it was difficult for the classes to find the game/area where they were supposed to be. Sharon indicated she would work on getting timelines of what tasks should be done at certain times. Jen Maurice suggested that the group use SignupGenius (<http://www.signupgenius.com>) next year as it is extremely helpful in organizing and communicating with volunteers. Andrea Peach indicated she would like to see more follow-up with volunteers when they indicate they can help. The group agreed that this is a large event that would benefit having a co-chair.
- **Annual Gift** – The Executive Committee had voted via email communication to purchase a kiln for the school but Jodi and Joyce recently learned that the kiln would be replaced with school funds. Shauna Isham contacted Jodi about purchasing some PE equipment. Shauna was looking for a "spider web" and some badminton equipment. Jen Maurice made a motion that the PTO donate \$500 to the PE department for a spider web and badminton equipment. Andrea seconded the motion. A vote was taken and passed unanimously.
- **BJ's membership** – Last year we had a free BJ's membership because we were a "BJ's school." The club purchased a membership this current year but it expired on May 31<sup>st</sup>. Two cards come with the membership. A card was given to Tyffany Carbone who uses it to purchase items for the school during the school year. Sharon made a motion to continue the membership for next year; Nancy 2nded the motion. A vote was taken and passed unanimously. Joyce agreed to have her name added to the membership in addition to Tyffany's. Joyce will call BJs to identify the membership renewal cost and expiry dates.
- **Wellness Policy/Fundraising Update** – KC gave an update of the meetings with Bob and the school board. The School Board decided at their June 6<sup>th</sup> meeting that the nutrition policy being discussed would be enforced during the school day (on school grounds). The group specifically decided that they did not want to make the policy be more restrictive and expand it to after-school (or before school) hours. Tammy will follow-up with Bob to make sure that everyone has the same understanding.
- **Next Year Budget** - The group went over the budget/actual figures for 2012-2013 and talked about a budget for next year. The following projects/fundraisers were discussed.
  - Membership dues – keep at \$500 expected revenue
  - Box Tops/Labels/Hannaford – keep at \$2,500 expected revenue
  - Ice Cream Social – remove from income

- Movie Nights – keep project and budget as a break-even project
- Holiday Shoppe – keep project and budget as a break-even project \$2000 in and \$2000 out
- Yard Sale – keep project, budget \$500 for revenue with \$25 in expenses
- Popcorn deposits – take in \$900; spend \$750 (maintenance should not be needed next year)
- Genevieve – take in \$6,000; will be shown as a net expense.
- Administrative expenses – drop to \$350 and drop to zero if need more cuts
- After School Crafts – keep at \$250 in expected expenses
- Agricultural Day – increase to \$1,300; discuss with Nancy her responsibilities versus a committee's
- Annual gift – keep at \$500 as an expected expense
- Artist in Residence – put \$4,000 as an expected expense
- Digital Camera Supplies - \$100 as an expected expense
- School Directory – keep at \$100 as an expected expense
- Healthy Kids Night – increase expense to \$400 for two events (\$200 each)
- Gift of Reading - keep at \$500 as an expected expense
- Gifts Given – put in at \$250 as an expected expense
- Insurance / PTO Today - \$350 as an expected expense
- Math League - \$400 and submit invoice in to receive discount
- Parenting Seminar – taken out
- Read Across America - \$750 as an expected expense
- Special Requests - \$250 as an expected expense
- Scholarships & Awards - \$1,100 as an expected expense
- Spirit Day - \$500 as an expected expense
- Staff Appreciation Week - \$300 as an expected expense
- Staff Reimbursement - \$2,500 at \$100 per teacher

The next meeting will be August 1<sup>st</sup> as a summer meeting at 7pm. Location TBD.

## **REGULAR BUSINESS**

**Secretary's Report:** The minutes from the May 2013 meeting were revised to reflect the correct date of the May Arts and Craft dates and then approved.

**Treasurer's Report:** Was reviewed with the budget discussion.

**ADJOURNMENT** – Meeting was adjourned at 8:50pm.

Minutes submitted by: Kathy Allen