

**Thoreau Elementary School
PTO Board Meeting – Minutes**

Date: September 13, 2010 @ 7pm, Thoreau LMC

In attendance: Louisa Medaris (President), Sherri Stroebel (Vice-president), Aphra Mednick (Secretary), Clint Thayer (board member), Jenice Con Foo (board member/fundraising chair), Gina Skubanelli (co-treasurer), Chris Stroebel (PTO attorney), Marty Skubal (co-treasurer), Jason DuRocher (teacher/bilingual resource specialist)

Agenda:

- Tax Exempt Status Update (Chris Stroebel)
- Opera for the Young
- Art Fundraiser
- Open House
- Carnival
- Author Visit
- Parent Ambassadors
- Committee Standings

1) Tax Exempt Status Update (Chris Stroebel) – working on amending the articles of incorporation for the PTO, needs to add one provision, wants every non-profit to have a no conflict clause, Chris drafted Actions of Directors by Written Consent Without a Meeting which will be signed by the PTO Board at the next meeting, PTO to review document before the next meeting, cost to file paperwork will be approximately \$360.00

2) Opera for the Young – Denise Hoff said that it is scheduled for October 15th, however they have not been paid, we have on record that the last time the PTO paid since 2005 was in 2007-2008 (\$750.00), there is recollection that this has always been paid one year in advance but was likely not at the end of last year for the 2010-2011 year, we will look into this being paid by the endowment for the 2011-2012 school year, PTO will pay for this school year, Louisa will follow up with Liz Fritz re: past history and will let Denise know that we will fund for this year

3) Art Fundraiser - Andy Mayhall is going to be working with PTO/teachers/kids to assist with fundraiser, teachers have agreed to give up 1 hour of classroom time for kids to work on art project, art must get to Square One by October 15th, Jenice will need volunteers on 10/13 & 14 to help organize paperwork, Square One will have forms back to us by November 1st, product delivery will be December 1st, estimate this fundraiser will bring in \$1,000.00

- 4) Open House** – (Jenice) – we are unable to do the used books due to lack of volunteers and shortness of time, T-shirts & cookbooks will be sold, Tom Willis will be running the pizza party, a check has been made out for pizza
- Gina Hodgson (SEA) doing Scholastic Book Fair, funds go to library, Louisa will follow-up with Gina H., Kathy & Marcia re: planning future Scholastic Book Fair
- 5) Carnival** - November 13th – 25% of the PTO budget, tabled for the next meeting (10/4)
- 6) Author Visit – October 5th** - Joshua is coordinating with Marcia about his visit for 2nd-5th grade, 150 books will be in order, 48 are being donated, books cost \$3.00 we will charge \$5.00 and profit will go to pay for Joshua's visit, order form will go out, financial aid is available and child will receive a free book, announcement signs will go out around school, Robin Perrin will be making flyers
- 7) Parent Ambassadors** – Aphra will write up an info sheet for teachers & parents to go out in backpacks clarifying and providing info about the ambassadors, encourage people
- 8) Committee Standings** - Louisa will include kindergarten parents emails (those who participated in the play-dates and whomever has signed up on the volunteer sheets) to the PTO database, Louisa will also send info out in backpacks

Other business:

Budget – Marty submitted the projected budget for 2010-2011 (see attached), PTO members that there is a \$3-4,000.00 balance after playground

PTO Fund Request form – Marty will create a short form for people to use if they want to request projects and other funding from the PTO

Oakleaf Newsletter– Jenice will have a fundraising column in the Oakleaf, Ann asked that comments be kept brief, Louisa will follow-up with Ann about how she would like to receive info

Upcoming PTO events – Save the Dates:

PTO Board Meeting Dates: 10/4, 11/1, 12/6, 1/3, 2/7, 3/7. All meetings will be at 7pm.
Location TBD.