

Annual Meeting Minutes
May 13, 2008 Mabel I Wilson School

Attendees: Christine Boure, Kelley Craig, Val Currier, Shari Elder, Tom Gilley, Maureen Morrone, Gloria Nicholson, Patty Normandeau, Sara Perfetti, Brenda Pitcher, Deb Regan

1. Call to Order at 7:13

2. Approval of March Minutes

3. Election

The following candidates were nominated and approved. Welcome to all of the newcomers and welcome back to returning board members.

<u>Name</u>	<u>Position</u>	<u>Term Ending</u>
Gloria Nicholson	Co-Chair	6/2010
Heather Giandrea	Co-Chair	6/2009
Melinda Harriman	Fundraising	6/2010
Beth Smith	Fundraising	6/2009
Sara Perfetti	Events	6/2009
Amy Saffian	MIW	6/2010
Becky Sledjeski	DRS	6/2010
Becky Sledjeski	NYMS	6/2010
Deb Regan	GMS/GHS	6/2010

4. New Business

1.) Gloria proposed several changes to position descriptions in the By-Laws, including: designating Enrichment Chairs in the following manner: K-2, grades 3-5, and grades 6-12; removing language that has the Volunteer Co-Chair working in conjunction with the Volunteer Director as the district no longer has a Volunteer Director; clarifying the Publicity Co-Chairs responsibilities. Since we've adjusted the PTO meeting schedule such that we don't meet every month, a change will be made to the By-Laws to allow votes via e-mail one month after a proposal is put forward.

2.) After 40 years of service to our community, bus driver Gloria Hanson is retiring. There was no money in the districts' budget to have a party for her, so the PTO was asked to contribute. As 40 years is an extraordinary career, acknowledging teachers and staff is something the PTO does on a regular basis, and the fact that we have \$250.00 budgeted for the Fall Fair Booth that we will not be using, a \$200.00 donation to the party was approved.

5. Committee Reports

a) Volunteer - A huge hole has been left by Melissa Skahans' resignation. The PTO and specifically the Volunteer Chairs have to work much harder to communicate with district families. Tom and Gloria have a meeting scheduled on May 14th with Dr. Hasson to discuss how to handle things moving forward.

- b) Events – We are just coming out of Teacher Appreciation Week which was a huge success. Brenda and Sara set up the spa at a different school each day and with the help of a massage therapist provided seated massages, foot soaks, and arm scrubs. A large ad expressing the community’s thanks appeared in the Forecaster, on Friday fruit and baked goods were available, and many teachers won items in the drawings. We’ve already heard lots of positive feedback from the teachers. The event also came in under budget. The next event scheduled is the Memorial Mile Run. The race details are handled outside of the PTO so Brenda and Sara can focus on the pies and other prizes.
- c) Treasurer – A new 990 Form has come out that we will be required to file this year. Kelley has reviewed it with the PTO in mind and made several suggestions. If we do nothing, we are still in compliance with the law; however we may be sending red flags for audits. The three suggestions are:
- 1.) Adopt a *Conflict of Interest* policy stating that when and if a board member supplies a product or service to the PTO, utilizing the board member as opposed to an outside source is in the organizations’ best interest.
 - 2.) Adopt a written *Whistle Blower* policy to state that all board members are required to observe a high standard of business and personal ethics and as such we also have a responsibility to report violations or suspected violations without fear of retaliation or harassment.
 - 3.) Adopt a written policy on *Document Retention and Destruction* – a schedule that clearly defines which PTO documents should be kept and for how long.
- While we believe we currently operate in accordance with these suggestions, we agreed to table any action until the fall when we will be reviewing our by-laws with an attorney. At that time, we can get council on how best to incorporate the additions.
- In other Treasurer news, the IRS has verbally backed off of their position that we had not filed our return on time and are no longer demanding penalties and interest. We’re waiting for confirmation in writing, and have all the necessary documentation to prove we filed on time. Finally, Val reminds everyone that reimbursement requests should be in by the end of the month or shortly thereafter as the Treasurers need to close the books for the year.
- d) Fundraising - We have sold 123 Purchase Plus Cards so far, and 340 were given to the teachers for Teacher Appreciation Week. Gloria plans to make another attempt to sell the cards by sending flyers home with the kids again. The cards will also be available for purchase at the Touch-A-Truck Family Festival at the table selling raffle tickets and t-shirts. Touch-A-Truck planning is going well. Presently, the greatest need is for volunteers during the event, especially several individuals with biking knowledge to help in the Bike Rodeo. Expenses are down this year, and we’ve adjusted the ticket pricing schedule, so the hope is that we will net more than the \$1,700.00 raised last year.

- e) Web Site - Tyra has identified a piece of software that she'd like to purchase that would improve our web site and make it more interactive. A proposal containing more information and the price is forthcoming at which point we'll vote via e-mail.
- f) Publicity - The PTO Newsletter was completed and sent to the schools but that is as far as it got. We believe this problem to be connected with the other problems resulting from Melissa Skahan's departure. Tom and Gloria are addressing it with the administrators.
- g) Enrichment - Much enrichment activity is expected in the next few weeks as most of the grades have some money left and some of the grades have most of their money left.
- h) Secretary – The Co- Secretaries had no update, but Tom mentioned his support of the practice of acknowledging our guest speakers with a brief note of thanks after a presentation.
- i) Co-Chair - As this is his last meeting as PTO Chair, Tom thanked the board. He's had a fun two years and is confident in our new leadership.

6. Open for question/comments

Departing board members were recognized and thanked with a gift.

7. We adjourned at 8:55 PM.

Respectfully Submitted: Maureen Morrone, Co- Secretary, May 16, 2008