**PTO Meeting Notes**

**11/08/2022**

**In Attendance:** Molly Whittaker, Shaelah Dame, Kelly Keyrouse, Brytney Wagner, Jamie Quillan

*Molly called the meeting to order at 3:17pm.*

Pledge of Allegiance

**Treasurer’s Report:**

Savings: $1,003.18

Checking: $3,782.78

6th Grade Fund: $182.34

(These figures will change once Roast Beef Dinner is deposited.)

**Old Business**

* We have all membership forms, we need to see who has also filled out the volunteer form for the school.
* Coin Drop total: $1,493.38
* Picture Retake Day
-Send form home next year for parents to sign up so that the school is aware of which kids need to be pulled.
* Ellms Farm
-No negative feedback. Look into Liberty Ridge as an option for next year. Request that chaperones show up earlier than the bus so that paying at the entrance is less hectic.
* Halloween Class Pumpkins
-Thank you for donating the pumpkins, Jamie! One of our favorite traditions we’d like to continue.
* Roast Beef Dinner
-Thank you, volunteers! The dinner was very successful thanks to many hands making light work!
-Going forward.. 6oz gravy per to-go dinner. Continue individually bagging rolls. More signage to direct people.
-To-go dinners blew sit-down dinners out of the water. Prepare for that next year. Discuss the price for next year since we seem very low compared to other dinner fundraisers in the area.
-Have an “exit” meeting at a later date to discuss next year’s dinner more in depth.
 50/50: $268 to winner, $269 deposited
 Baskets: $1,883.00
 Front Door: $4,012.00
 Total: $6,164
 Expenses: $2,072.04
 Profit: $4,091.96
-Shaelah hand wrote thank you cards to each volunteer and any person/business who donated. Need the basket donation list for those thank you notes.
*Molly motioned to spend $150.00 to buy $50 Stewart’s gift cards for Toby, Jackie, and Constance.
Kelly seconded the motion.* Kelly will purchase. *All in favor.*
* Yearbook
-Michelle was going to brainstorm to see what could be done within the school. Check-in with her on that.

**New Business**

* “Staff Gratitude Coffee and Donuts”
-Usually coffee and donuts from Dunkin. Look into Stewart’s boxes of coffee and donuts from J.F. Farm Store.
*Shaelah motioned to spend $100.00 on Staff Gratitude Day. Brytney seconded the motion. All in favor.*-What date? Shaelah will check with michelle.
* Santa’s Workshop
-Shop for inventory the first week in December. Need to pick a day and make an appointment with Dollar Tree.
-Inventory needs to be taken before we spend more money. Shaelah and Molly to go through inventory on 11/16.
-What date? Look into doing two days in a row so that we can leave the tables up.
-Need volunteers. Post to Facebook. Michelle suggested asking local seniors (65+) if they would like to take part.
*Molly motioned to spend $1,000 on Santa’s Workshop. Kelly seconded the motion.*-Items are now $1.25 at Dollar Tree. We need to raise the workshop prices to $1.25.
-Flyers need to be made and distributed early December.
* School Photographer
-Michelle mentioned Viscosi Photography to Shaelah. They do Gloversville and Johnstown school’s photos. It seems like iSmile gets more expensive each year so we’d like to explore our options. Revisit this in May/June.
* Spring Fundraiser
-C&H as a local option. Products comparable to Gertrude Hawk, packaging not as fancy.
-Gertrude Hawk and C&H are both 50/50 profit. Need to compare products/pricing.
-Orders placed in time to arrive before Easter.
-Since order packets need to go out in February, we need to decide on which fundraiser by the Dec/Jan meetings.
* Molly’s Resignation
-Since Molly will not have a child in the school, she can no longer be an officer or a member of the ECS PTO.
Molly: *I am resigning. This is my last meeting as President.
-*We need to elect a new President.
*Brytney motioned to elect Shaelah Dame as President. Kelly seconded the motion. Shaelah accepted. All in favor.*
* We need to update the by-laws to reflect the membership fee/member requirement changes. Speak with Sandy.
* The 3:15pm meetings aren’t getting the draw that we had hoped. Going forward, all meetings are at 4:45pm.

**Action Items**

* Start working on PTO binder to make it easier for future officers.
* Santa’s Workshop dates
* Santa’s Workshop volunteer forms
* Santa’s Workshop flyer
* Santa’s Workshop signup sheet
* Compare fundraisers (vote at December meeting)
* Kelly to buy Stewart’s gift cards
* Price coffee and donuts
* Update by-laws
* Decide on Photographer (future action item)

The next PTO meeting will be held on December 6th at 4:45pm.

Meeting adjourned at 4:38pm