

Lunenburg PTO Meeting Minutes

January 9, 2017

In attendance: Alix Lind, Maribeth Ford, Lisa Stone, Sherry Nolan, Karen C. Chow, Lisa Harrison, Corinne Jones, Sarah Call, Sarah Coronella, Meredith Weiss, Jessica Frank, Allison Melvin

I. Karen Chow made a motion to approve the meeting minutes from 12/13/16. Allison Melvin seconded the motion.

II. a) Karen Chow and Jessica Frank presented the monetary gift to the schools at the most recent school committee meeting. A large foam check with the total amount was used at the presentation and will be sent around to be displayed at each school as a visual of what was gifted. A "real" check of \$5,000 has been given to each school.

b) RFF update: The initial emails have been sent to staff and a reminder of the deadline will be sent as well. Dates to remember* 1/23/17 deadline for principals to get applications to PTO* 1/25/17 Meeting for RFF applicants to present their ideas to PTO,*1/27/17 announcements of recipients *3/10/17 Money to be used by this date (unless otherwise noted).

Some ideas discussed for future gifting of money:

*possibility of putting parameters on spending (i.e. technology, out of school field trips, exercise equipment, NEW in house presenters...)

*Total amount of RFF money offered district wide not divided evenly by school.

III. Membership: No significant changes since last meeting.

IV. Finance: Lisa Harrison reported the following:

*She has been working on putting important documentation on Google Docs.

*She is staying up to date with the PTO accountant regarding filing taxes and extensions.

*Reminder to keep and give to her all receipts for purchases and fundraisers. This will help her to match up invoices and keep account balances accurate.

*Lisa went over in detail Statement of Activities from the past five years up to current date.

V. Fundraising: Sarah Call and Corinne Jones went over the following:

*Barnes and Noble fundraiser made \$859.86 with an additional \$99 from Applebee's!!!

*Spring moving fundraiser...date still TBD as no movie releases are looking too exciting.

ADULT TRIVIA:

*Alix Lind has put a call into Stump Trivia; she is waiting for a response. She will follow up.

*Event to be held at the Leominster Elks on preferably 4/1/17 or 4/8/17. After receiving confirmation from Stump Trivia Corinne Jones will make arrangements at the Elks.

*Live auction to be geared towards adults (save grade level baskets for a family event).

*Appetizers from Slattery's.

*Sarah and Corinne will draft a letter for donation requests.

VI. Open Discussion:

*Sherry Nolan suggested that we coordinate with Principal Champagne regarding Family Bingo Night. To verify THES is not hosting a similar event

*Karen Chow and Jessica Frank are attending the PTO EXPO in Marlboro on March 21st. Anyone is welcome to go.

*Option B for school calendar 2017-2018 was passed by the School Committee.

Wednesday 1/25 6-8pm RFF meeting

Monday 2/13 7pm PTO meeting