

Lunenburg PTO December 13, 2016

In Attendance: Jessica Frank, Karen C. Chow, Meredith Weiss, Alix Lind, Lisa Stone, Sarah Coronella, Allison Melvin

I. Jessica Frank made a motion to approve the meeting minutes from November 14, 2016 and Meredith Weiss seconded the motion.

II. As of now there are now no spending restrictions therefore the money allocated to the schools will be divided as followed: \$5,000 per school to spend as they see fit and an additional \$3,000 per school offered through RFF . With a total of \$8,000 per school!!! Karen will present the checks to the principals at an appointed time, with a picture and write up in the Ledger and Facebook. The principals will be asked to report what the donation was spent on so the membership can be told.

-Alix Lind drafted an application that will be sent to staff with guidelines and deadlines regarding the RFF.

III. Below are the final Miles for Myles numbers from Lisa Harrison unless someone sees something missing.

Item	Amount	Total
Sponsor Donations	4,730.00	
Participant Fees - Day of	2,220.00	
Participant Fees - Pre-reg	1,390.00	
Participant Fees - Square	617.52	
Participant Fees - Sign Me Up	5,541.05	
Donation	100.00	14,598.57
Shirts, Mugs, Etc	(5,094.50)	
Admin	(1,231.11)	
Timer	(762.00)	
Custodial Fee	(312.00)	
Food	(162.60)	

Prizes	(100.00)	(7,662.21)
Grand Total	6,936.36	6,936.36

A paypal transfer was initiated and Report requested from Sherry - once received Lisa can update the Membership, donation and Family Movie Event totals. Without those updates (about \$4,000 total additional income) we are here.

	yr 16-17
Revenue	
Member Dues	3,340.56
Interest	10.18
Miles for Myles	6,936.36
Cherry Hill Fundraiser	320.00
Donation Received	596.34
Amazon Smile	29.49
Misc.	-
Total Revenue	11,232.93
Expenses:	
Program Activities:	
Playground Equipment Donation	373.11
Family Movie Night	1,509.16
Total Program Activities	1,882.27

Supporting Services:	
Administration	824.88
Donation made	-
Plaques	-
Total Supporting Services	824.88
Total Expenses	2,707.15
Change in Net Assets Funds	8,525.78

-The total cash in the General and M4M accounts is \$53,746.24

-Lisa has also been working with our accountant to prepare and submit the Form 990 Tax Return. The accountant was not able to meet the initial due date (Nov 15th) and extended to Feb 15th. Lisa will get an update in January.

IV. Barnes and Noble fundraiser was successful. Many families and teachers were in attendance. The student greeters were a great addition! Hope to have the final numbers soon.

V. A discussion on a possible online chat group that active PTO members can log onto. This will help keep everyone up to date on all aspects of fundraisers and will eliminate continuous email threads. At Lisa Stone's recommendation Karen will ask the Jordan who leads the IT department.

VI. Membership: There are currently 277 members. Total money received \$4,198 of that \$1,123 was in donations.

VII. Jessica Frank made a motion to gift Tom Bodkin a gift certificate as appreciation of his legal services Karen Chow seconded the motion.

MARK YOUR CALENDARS:

January 9th: Working meeting 7pm

January 17th: Deadline for RFF form submission to Principals

January 23rd: Deadline for Principals to review and submit to PTO Karen & Jess.

January 25th: PTO Review meeting: Time TBD

January 27th: Announcement of Awards:

March 10th: Awarded monies must be used by this date