

PTO End of Year Membership Meeting Minutes
Wednesday June 8, 7:30 by Zoom

Member Attendees:

1. Dana Oliver
2. Katie Berg
3. James O'Leary
4. Lauren Derse
5. Shannon Boeckelman
6. Charles Oliver
7. Amy Nutt
8. Rachel Heulin
9. Rachel Kopay
10. Beth Cooper
11. Marnie Reichenbach
12. Jasmine Cook
13. Sowmya Sampige
14. Regina (Geena) Fitek
15. Aaron Nutt
16. Cynthia Meyersburg

- Welcome, Thank You & Agenda Overview (**Dana Oliver**)
- Winter & Spring 2022 Events & Fundraisers: Committee Updates (**Katie Berg**)
 - Thank you to all of the chairs who have run fundraisers and events
 - Request to keep these updates to just a few minutes each please
 - Science Fair (Rob Latzman - Dana)
 - Successful event with 6 general award and MT memorial award
 - Nice was to support students and connect with the TBS community
 - Readathon (**Dana Oliver**)
 - 50 readers, 25K minutes
 - Considering adjusting timing for next year to promote more involvement
 - New Family Liaison (**Shannon Boeckelman**)
 - Since January, 25 new families welcomed
 - End of Year Pizza Party scheduled
 - Soiree (**Katie**)
 - \$4K fundraised through the event.
 - Hopefully longer next year.
 - Would love more feedback - survey available
 - TBS Teacher Appreciation (**Rachel Heulin**)

- Busy season full of TA including - Muddy Water Coffee Truck, Oscar Burritos, Harvard Sweets Boutique, and many more fun things!
- HES Teacher Appreciation (**Geena Fitek**)
 - Often coordinated with TBS, also door decorating, and much, much more!
- Apparel (**Marnie Reichabach**)
 - Class of 2029 T-shirts (\$300 YTD)
 - Pride Tie Dye planned for 2023 Pride month (North East Apparel out of stock)
 - Blue/White Tie Dye available now - will promote in fall!
 - May look into other vendors
- Book Fair (**Somya Sampige**)
 - **this update was initially skipped in error and was given during the budget presentation**
 - Plan for next year to use Silver Unicorn instead of Scholastic
 - This to support local vendor and in hopes of improved options for readers
- Upcoming Events
 - End of Year Event (**Beth Cooper**)
 - 286 tickets sold (last time 150 tickets). Sales closed.
 - 4th of July Parade (**Dana Oliver**)
 - Truck, 2 banners ordered. You want to be on this truck! Free sunglasses, candy. Family friendly! Get your steps in! See all your friends. Field day after. Walk with us! Did we mention free sunglasses!?
- Call for Committee Chairs & Board Members for Next Year (**Dana Oliver**)
 - 2 board members passing the torch this year
 - Amy Paro & Lauren Derse - Thank you!
 - Welcome Amy Nutt
 - Running for secretary and taking over the Newsflash
 - Call for more board involvement - spread the word
 - Almost all of our co-chairs are returning
 - A few areas need more support
 - End of Year (Beth needs Co-Chair!)
 - Business Partners (Tammy needs Co-Chair!)
 - Running to Class (in person - more hands needed)
 - Other Committees; ideas always welcome!
- 2022-2023 Board Elections for President & Secretary (**Lauren Derse**)
 - Exec Board & Officer Positions run in 2 year cycles
 - President and Secretary terms end in even years

- VP and Treasurer end in odd years
 - For this coming year we will need to elect a new President & Secretary
 - These terms begin on July 1st
- Secretary candidate Amy Nutt
 - Motion to vote made by Lauren Derse
 - Second motion to vote made by Rachel Kopay
 - Vote through Zoom
 - Total Votes Yes: 16
 - Total Votes No: 0
 - Total Votes to Abstain: 0
 - Amy Nutt is elected for term beginning 7/1/22 - Congratulations!
- President candidate Dana Oliver (re-election)
 - Motion to vote made by Lauren Derse
 - Second motion to vote made by Katie Berg
 - Vote through Zoom
 - Total Votes Yes: 16
 - Total Votes No: 0
 - Total Votes to Abstain: 0
 - (One initial vote to abstain corrected to yes vote)
 - Dana Oliver is re-elected for term beginning 7/1/22
- Budget Presentation & Approval (**James O'Leary**)
 - Overview of 2021-22 INCOME
 - Small amount of income still pending (EOY)
 - Fundraising/Income actuals exceeded budgeted/expected by 15K
 - Including Gala = 17K, Square 1 = \$4K
 - Note some events where reported income was then paid directly to a vendor with net sum \$0 (e.g. \$7K for EOY will go straight to Kimballs; \$8K for cash income at book fair went straight to scholastic; Large portion of soiree tickets to vendor)
 - Membership includes 10K of Business Partner \$
 - Overview of 2021-22 SPENDING
 - Good amount of spending not yet reflected in actuals
 - \$5000 in outstanding TBS grants
 - \$7000 due to Kimballs for EOY
 - Grants Awarded: YTD \$28,820
 - HES - \$17,920
 - TBS - \$11,700
 - Note some events where reported expenses came directly from ticket sales/income and then paid directly to a vendor with net sum \$0 (e.g. \$7K for EOY will go straight to Kimballs; \$8K for cash income at book fair went straight to scholastic; soiree ticket sales straight to expenses)

- Presentation of 2022-23 Proposed Budget
 - Presentation of Budget (Balanced)
 - Increase in Grants including discretionary grant
 - Larger Fundraising budget and expense (e.g. Gala)
 - Increase in the Membership costs
 - Better job of noting our operating costs including fees from Stripe, Paypal, etc.
 - Awards & Scholarships - adding a budget for a PTO scholarship (or a few)
- Will review our finalized 2021-2022 Actuals at the first member meeting of next year.
 - Question & Answer Period
 - Motion to vote made by Lauren Derse
 - Second motion to vote made by Katie Berg
 - Vote through Zoom
 - Total Votes Yes: 16
 - Total Votes No: 0
 - Total Votes to Abstain: 0
 - 2022-23 Budget is Approved
- Open Floor for ideas, comments, questions (**Dana Oliver**)
 - Field Day popsicles were a hit!
 - Rachel Huelin: How to create relationship with new admin
 - Dana: We'll ask for an admin meeting in the fall
 - James: Coffee meetup at HGS in July
 - Sowmya: CC new and old admin (and for HES keep Mandy in the loop)
 - Rachel Kopay: Would like help with supplies project, and apologies in advance if first year is rocky. Learning and pilot year
- Thank you & Adjourn (**Dana Oliver**)