

## West Elementary PTO Meeting Minutes

Teachers Room

10/13/16 8:00

### Attendees

Sheryl Lomasney & Nancy Buckley - Co-Presidents, Carlie Hornbrook & Sandra McGrath - Co-Vice Presidents, Sarah Walsh - Treasurer, LeeAnn Ryan - Volunteer Coordinator, Kelly Janian - Secretary

### Items Reviewed

- Batty Bingo – October 27, seating at 5 & 6:30, 330 max per seating, sign up genius for volunteers, would like apparel samples if available to view at Batty Bingo
- Book Fair Wrap Up – Treasure maps a success, possible books donated to Media Center for all students going forward instead of individual classrooms, teacher wish lists did well
- Wrapping Paper Update – response slow, could be timing, possible every other year going forward
- Check Deposit Timeframe – will be in a timely manner going forward
- Communications / Website Updates – Info for weekly email due Monday so weekly email can go out Tuesdays, goal for special edition email to be less frequent. \*schedule additional meeting for just website to review ideas, options, overall look
- Paypal Account – account has been updated to new Treasurer, John will have access also for Paypal payment buttons on the website
- Amazon Smile & Stop & Shop – Set up complete, Stop & Shop is an annual enrollment process (each fall) for parents too
- Outdoor Ed – La Rosas teacher meals a success, suggested adding optional teacher meal contribution to the cost of Outdoor Ed to have the funds earlier (would be disclosed on form as optional)
- Outdoor Beautification – new chair is in the landscaping business, \*schedule a meeting to come up with a budgeted line item

### Upcoming Events

- Batty Bingo – October 27, 2016
- Holiday Coffee – Date TBD
- Science & Art Fair – January 2017
- Sweetheart Dance – possible February 10, snow date February 17
- Week of Winners – March 2017
- Kids Creation – April 2017
- Ice Cream Social – June 2017

### Next Meeting

- November 3rd at 8am Teachers Room