



# GRANBY PTO

## PTO BOARD MEETING

<b>DATE</b>	9/30/2024	<b>TIME</b>	5:30pm	<b>FACILITATOR</b>	Melissa Dethlefsen
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PTO BOARD MEMBERS			
Melissa Dethlefsen	Alison Dion	Greg Dion	

TIME	ITEM	OWNER
5:30	Welcome	Melissa
	<p>New Members</p> <p>Melissa Motioned made for Kelly G. to be VP</p> <p>Melissa Motioned made for Allyson B to be Fundraising Merchandise Coordinator</p> <p>Melissa Motioned made for Stacy to be Secretary</p> <p>Alison D Seconded the motion</p> <p>Passed</p>	
	<p>State of CT 5013c has been updated to show correct name</p> <p><b>Bank needs to be updated to show: Parent Teachers Organization Granby, Inc</b></p> <p>Tax ID has been updated and connected correctly</p> <p>Need to ensure past PTO members are removed from any documentation</p> <p><b>Insurance named insured needs to be updated</b></p> <p>Quickbooks has been updated, expenses can be easily tracked, purchasing/invoices</p> <p>Bylaws:</p> <ul style="list-style-type: none"> <li>• Greg to formalize the bylaws and send for review</li> <li>• Meeting cadence: board meeting and community meeting</li> </ul> <p>Board Meeting</p> <p>Community Meeting: what should be shared there? More informal, high level on spending, initiatives</p> <p>Annual Meeting</p>	Board Members

TIME	ITEM	OWNER
	<p>5 voting positions, 1 non-voting</p> <p>Volunteers: background check has to be done through the school; facilitated by the school. Melissa to formalize this process and share out.</p>	
	<p>Committees</p> <ul style="list-style-type: none"> <li>• Slim down options this year</li> <li>• Holiday Shop in Winter time: going to need a lot of volunteers and 2 Chairs (1 Kelly, 1 Wells); High school students can volunteer</li> <li>• Book Fair Chair – 1 Kelly, 1 Wells</li> <li>• 5<sup>th</sup> Grade Picnic</li> <li>• Geisslers Receipts – portal on the website that people can update? – put in the newsletters, Granby Drummer</li> <li>• Art Ventures – should we come up with a replacement for this?</li> <li>• Teacher Appreciation Week Committee</li> <li>• Fundraising Committee – Board member to be the chair</li> <li>• Submit ideas to <a href="mailto:info@granbypto.org">info@granbypto.org</a></li> <li>• Greg has a form set up on the website that people can populate</li> <li>• Board to write up descriptions of what is needed for each committee</li> <li>• Granby Drummer:- do we want some kind of column to share info?</li> <li>• Amazon Smile – Not sure what happened with this; same thing as Geisslers where a % comes back to PTO – Amazon may have removed this program – Allyson B. confirmed this has been discontinued</li> <li>•</li> </ul>	Board Members
	<p>Merchandise</p> <ul style="list-style-type: none"> <li>• Allyson &amp; Greg have worked together on Little League merch</li> <li>• We do need some stock for setting up tables at events, etc.</li> </ul>	Board Members
	<p>Events Already Scheduled</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Annual Children’s Book Festival, 11/2/2024, 10am-2pm – held at Wells Road; <b>We need at least 1 board member to attend</b></li> <li>• Rovers Night – 10/4: Rovers asked for PTO to donate (2) “Granby Spirit” baskets -</li> </ul>	Board Members
	<p>Room Parents</p> <ul style="list-style-type: none"> <li>• Melissa got the list and wants to make sure every room has someone</li> <li>• Melissa to email them out to the board</li> </ul>	Board Members
	<p>Website &amp; Communications</p> <ul style="list-style-type: none"> <li>• What do we want on the website?</li> <li>• Centralized note</li> <li>• Newsletter</li> <li>• Bios on the board members</li> <li>• Business Page for the Facebook – Greg will add Alison D &amp; Melissa</li> <li>• Forms can be done via website</li> <li>• <b>Can we have the committees ready to go for Wednesday?</b></li> <li>• <b>Should have something about volunteer background checks</b></li> </ul>	Board Members

TIME	ITEM	OWNER
	<ul style="list-style-type: none"> <li>Emails: PTO specific emails, can have them forward to gmail if you want</li> </ul>	
	<p>Community Meeting Agenda</p> <ul style="list-style-type: none"> <li>Overview of PTO for 24/25 - Melissa</li> <li>Board Member Introductions – Melissa</li> <li>Committee signups – overview &amp; submit ideas - Melissa</li> <li>High Level Budget Review – what we have planned for 2024/2025 - Alison</li> <li>Open Discussion</li> <li>Next Meeting</li> </ul>	Board Members
6:43	Meeting Adjourned	

ADDITIONAL NOTES
<p>Bio &amp; picture due by Friday</p> <p>Please share your cell phone number with the PTO board members</p>