PTO Executive Board Working Meeting

* Prep for General Meeting: Sept. 13 at 6:30pm
	+ Posting /Announcing: social media, sign, website, weekly email
	+ Social media: Hannah to post to website and post link to website on facebook
	+ Sign: physical sign outside of school, Stephanie
	+ Weekly update email: Lisa to include link to PTO website
* Agenda for meeting
	+ Read election results into minutes
	+ Robert’s rules of order review (Amelia to also post to website)
	+ Ice breaker activity and nametags
	+ Star Agenda items that will need a motion
	+ Committees will report out each meeting
	+ Add Public comments
* Babysitting
	+ We have 1 hour in the gym
	+ Chantal and Stephanie to talk to Girl Scouts
* Volunteer updates (Tesha)
	+ Folders with financial tracking, committee guidelines, Tax exempt letter (Chantal to print)
	+ Tesha will email leaders the lists of volunteers
	+ Tesha will touch base with classrooms for room parents
* Financial/Budget updates (Chantal)
	+ Grant Documents- reviewed and updated by Stephanie and Chantal
		- Do we want to add a grants committee?
	+ Audit- NEED! Hannah will email Tom Newport
	+ Need to consider a yearly rollover amount required in the account to prevent overspending. Would need to vote on adding to bylaws.
* Website Updates ( Amelia and Hannah)
	+ Going well
	+ Will look into adding banners
	+ Will update with new grant forms
* Other
	+ Social media posting/events—designated person? Drea, and Rebecca +exec board group effort
	+ Any Wednesday envelope items need to be to Ping by Tuesday at noon.
	+ Equity Committee
		- To survey Hudson community
		- Will be continuing book club
		- Givens PTO-scholarship for Hudson events- should we do this? Voted yes. Will budget for this year.
		- Buzz Book—Stephanie will collect info, will plan an evening to complete as a group.
	+ Concerns that Adult event/fundraiser still does not have a lead volunteer. Discussed possible parents who have helped in the past. Need to check to see if any of those who returned volunteer forms may be interested In leading. What do we do if we can’t find anyone? Biggest income of the year
	+ Discussed playground events and recent playground meeting
		- Discussed scheduling of events
* Video Production
	+ Advertisement for PTO