



Minutes- Suffield Elementary PTO

Meeting Date: October 9th 7pm

Meeting Location: Zoom

Nicole Thorogood, Courtney Vincent, Bri Maynard, Lauren Brown, Jennifer Fendt, Kayla Nadeau, Jessica DeMars, Laura Champagne and Diane Dellangelo

1. President's report:
 - a. Principal Meeting Overview – 10/5 Meeting rescheduled to 10/12
 - b. Welcome our new Co-VP! Jess Demars is our new Co-VP!
 - c. Spring "Staff Appreciation" – Send donation request after Winter Break.
 - d. Open House: Raised ~\$850 for the school playgrounds - Feedback? Very successful - a bit chaotic so we should plan to go through the suggestions for next year's planning. No more in the gym - more volunteers and more involved with the actual day - asked if maybe we want to do this with conferences. More organized with having something planned for them to do. Laura documenting lessons learned.
 - e. Picture Day:
 - McAllister – 10/19 (Retake: 11/30) - Courtney
 - Spaulding – 10/26 (Retake: 12/7) - Nicole
2. Vice President's Report
 - a. Documenting standard work for all fundraising - Laura
 - b. Fall 2023 Activities:
 - Conflict of Interest Report: Courtney drafting and to share with Board. We need to have a conflict of interest procedure and need a paper trail of what we are picking for our fundraisers.
 - **Meadow Farm Hybrid Sale** (9/5 - 9/22) soft close - estimated profit \$7500 to us - pending final numbers. Laura to follow up on, document and send to Board. Other opportunities for fundraising which can help. (such as : Color Run)
 - **Hill Top Farm** – 9/24 \$100 weather was a factor and Big E.
 - **Merchandise Sale** 10/9-10/22 go live slightly delayed - Suffield specific website/advertising. Laura producing fliers, will send to Board for review- 25% of the sales
 - **Clothing Drive** – 10/14 9-12am & 10/16 12-1pm on Monday Pick Up
 - **TJ Burrito** – 10/10 5% of all sales from the day
 - c. Winter/Spring 2023 Fundraisers:
 - i. Revisit **color run** Need to pick a day by 2/1
 - ii. **Scoop Du Jour** - April timeframe
 - iii. **Altitude?**
 - iv. Munsons – started early February
 - v. Maybe run an afternoon movie
3. Treasurer's Report - Jennifer, Lauren, Kayla
 - a. Accountant Update - working with Account on IRS follow ups.
 - b. Must use forms to submit for check with invoice and/or deposit form:
 - c. Check Requests– Lauren Brown
 - d. Deposits - Kayla Nadea
 - e. Copy Jennifer so she can update budget
4. Secretaries Report – Laura Zinnen

- a. Website Updates – Any updates needed? Update Board members names.
 - b. Meeting Minutes to be sent after meeting. Keep historic minutes on website.
5. Enrichment Updates (Diane Dellangelo/Laura Zinnen)
- a. Initial meeting; working on pulling a tentative grid together of events.
 - b. Grade 2 - Courtney to follow up on how we need pay at Admin meeting.
6. Traditions (Transitioning to Bri Maynard) – Standard work created!

GRADE	Place	Date	Chair
Pre K & K	Western Mass Gym	11.6.23	Nicole Baker & Vicki S
1st Grade	Spare Time	11.12.23	Anna Kristin
2 nd Grade	Altitude (may go back to to Funz next year - TBD)	10.16.23	Nicole Thorogood
3 rd Grade	Ron or Roll	March	Laura Zinnen
4 th Grade	TBD	Spring	Amy Knowles & Amy Piccoli (Previous Chair: Erica Boucher)
5 th Grade	Sonnys	Spring	Erica Boucher (Previous Chair: Kristi Upton)

Important things to note on permission slips:

Non-refundable; exact change; No drop event, siblings

Next Meeting – November 13th 7pm.