**Williamsburg Independent School PTO Executive Meeting**

**Tuesday, July 11th, 2017**

**Media Center 5:00 pm**

President Tammi Bird called the meeting to order at 5:00 pm.

**In Attendance**: Dominique Moses, Tim Melton, Lisa Cain, Emily Coleman, Angie Bowling, and Angela Dunn.

**Old Minutes**: Old Minutes were not available at time of meeting; they will be, submitted and addressed at the next meeting.

**Treasurer’s Report**: The report was read detailing $3543.90 funds used for the prior school year. Current PTO board will begin with $871.14 after all checks have cleared. Emily also explained that the PTO bank account is electronically visible for the president. Tammi Bird as president will need to submit minutes to bank to get bank account signature card changed.

Tammi suggested the new board look into getting an outside source, such as a local accountant, to volunteer their services to audit account/books each year so we stay transparent and compliant with all regulations that govern us. Mr. Melton stated he would ask to see if one of our teachers might take on that role, as an outside entity.

The PTO needs a Tax ID #. The concern was how to change the responsible party’s name when the PTO President changed. Angie Bowling was able to get information explaining that changing the name on the Tax ID# when the PTO president changes was as simple as submitting minutes detailing new board each time, just like name change card at bank. Tammi Bird, as President of PTO was going ahead with setting that up for the current year PTO.

**Reports**: Mr. Melton discussed the need to begin a Reading Incentive for the upcoming year and how the Administration would like the PTO to help in this endeavor. We discussed different incentives for each age group. Lisa Cain suggested a treasure box for the younger kids in Elementary and Angela Dunn suggested candy bars and fast food cards for the MS/HS. Mr. Melton also suggested movie w/ popcorn day for those students that reach a certain criteria. The discussion of specific criteria and rewards for each will be continued further at the next meeting. Still looking for more ideas as incentives and finding donations and ways to fund this incentive.

**Old Business:** We discussed the previous year’s fundraisers, and the success of each, in terms of continuing them in the current year. The board discussed attendance incentive for prior year and the success we had with that and the thought of continuing for the current year as well. Tammi will ask Dr. Couch on what the Administration would like from the PTO concerning this.

**New Business:**

New Executive Board introduced and roles explained.

President: Tammi Bird

VP of Activities: Lisa Cain

VP Membership: Dominique Moses

Communication Sec.: Angie Bowling

Recording Secretary: Angela Dunn

Treasurer: Emily Coleman

VP Membership – Domonique Moses will compile a list of all PTO members’ names, emails and phone numbers, etc. Domonique suggested that we have more than one way to contact and update members about what is happening with the PTO on a regular basis. Some ideas were group emails, set up a PTO remind, one call, Facebook live.

Procedure for Upcoming Year when HS students will be located at MSBC while construction is under way: Students/Parents will received notes, emails, and phone calls to explain the changes taking place at WISD. PTO is suggesting a community style meeting prior to school beginning explaining these details and answering any questions concerned parents may have.

Membership Report/Ideas: Several different ideas discussed on how to gain more interest in volunteering with the PTO. Tammi Bird provided a handout from PTO Today website that addressed reasons for lack of volunteers and how to change people’s perspective of PTO. Some ideas were to again set up booth at Ready Fest, set up table at MS/HS registration, sponsor more information meeting nights, such as Drug Prevention for MS/HS students, Self Defense classes for female students, etc.

Fundraising Report/Ideas: It was agreed that the PTO continue with the Fall Festival, Breakfast with Santa, and Penny Wars as fundraisers. In Addition PTO discussed asking the Administration for permission to sell digital sign time for those students/teachers who want to wish someone happy birthday.

**Announcements**: Ready Fest is scheduled for August 17. The next PTO meeting August 8, 2017.

Motion to adjourn made by Lisa Cain and seconded by Dominque Moses.

The meeting closed at 6:40 pm.

Recording Secretary, Angela Dunn.