**Williamsburg Independent Parent Teacher Organization**

**Executive Board Minutes—November 14, 2017**

**Welcome from PTO President** Tammi Bird at 5:15 pm.

**Presentation of Minutes from October** submitted by Angela Dunn. There were no objections to the October Executive Board Minutes. Motion to approve submitted by Lisa Cain, seconded by Joanna Mahan.

**Treasurer’s Report** submitted by Dominique Moses. PTO has a standing balance of $854.30 presently. Report attached.

**Old Business**

* Review of by-law changes to be voted on at December meeting. Tammi presented board with an edited version of the by-laws as to how they would read if it passes the vote at the December meeting.
* Attendance Incentives Update – the board voted to buy a prepaid Visa to purchase incentives from Oriental Trading. All in attendance agreed.
* Birthday Announcement Fundraiser Update, Prom Invites. – This fundraiser is doing well. No financial update at this time. Still awaiting approval to use marquee to request prom dates.
* Fall Festival Report – Joanna reported that Fall Festival was a huge success, with profit of $2000. Joanna thanked all who helped and donated, and stated that volunteers were great and worked hard.
* Pizza Hut Bake Sale & Waiting Tables – We need volunteers to work December 4th from 4:30-8:30 working at Pizza Hut as a fundraiser. We also need volunteers to bake items to sell such as, cookies, candy, brownies, etc.
  + Dec 4th
  + Arrive at 4:30 for info. Event 5-8 p.m. – Lisa Cain volunteered to be in charge of getting workers for this fundraiser.
  + Make tip jar – Lisa Cain also volunteered to make a tip jar for this night.

**New Business**

Breakfast with Santa – Date? Dec 9th or 16th? – Board voted on December 16th, since there were already so many other obligations for our school on December 9th. In addition, we use the decorations from Christmas in a Small Town and those will not be up until the day of December 9th.

* Menu: Pancakes, sausage, milk/juice, butter, syrup
* Donations –
  + Diane from the cafeteria is donating Juice, Milk, plates and utensils.
  + UC Cafeteria is selling to us at cost – the pancake mix and sausage
  + We still need: Milk, Butter, Syrup
* Time: 9am-12pm- agreed upon by all board members present.
* Cost: $5 per person or $20 cap for family - agreed by all present.
* Griddles, mixing bowls, spatulas, spoons, napkins, tablecloths
  + Lisa Cain is donating the fabric for the tablecloths
  + Mr. Melton, Angela Dunn, Tammi Bird, all agreed to bring griddles. Ms. Mahan stated that Dr. Couch and Mr. Connell had both stated that they too could donate their griddles for the day.
  + Ms. Mahan stated that Diane Mayne had agreed to let the PTO use bowls, spoons, spatulas, etc. for the event.
* Coloring stations, books – Emily Coleman will be providing these.
* Volunteer Signups – Ms. Mahan stated she had already spoken to Santa and he and Mrs. Claus would be able to attend as well.

**Announcements**

Next Executive Board Meeting: December 12th, 2017, 5 p.m.

**Adjournment** by Lisa Cain, seconded by Joanna Mahan.