**Williamsburg Independent School PTO Meeting**

**Tuesday, August 2, 2016**

**Conference Room 6:00 pm**

The meeting was called to order by President Dominique Moses at 6:00 pm.

**In Attendance:** Dominique Moses, Amy Hatcher, Johanna Mahan, Ed McGrath, Tim Melton, Lisa Cain, Nikki Kysar, and Emily Coleman.

**Reading of the Minutes:** The minutes of the previous meeting held on May 10, 2016 were read and a motion to approve minutes was made by Lisa Cain. The motion was seconded and approved.

**Treasurer’s Report:** The treasurer reported receipts totaling $1282.15. A disbursement/receipt was missing for state testing snacks and will be added to the report as soon as amount is known.

**Old Business:**

Kroger Community Rewards: Emily Coleman has posted information about this rewards program on Facebook and has asked for this information to be shared. Flyer will go out to the students, at the beginning of school, as well as being available at Readifest for parents.

Amazon School Rewards: Discussion about the program was positive with all board members. Emily Coleman will be looking further into this program concerning the issue of how payments could be made directly to the PTO.

Teacher Lists & Scholastic Reading Program: Further information is being gathered from Mr. Couch concerning the reading program. Information may be available at a later date.

Membership Fee: All executive board members paid membership fee of $2.00 tonight. Board members would like to have as many membership fees paid on or by Readifest. Membership fees have to be paid before a member can cast a vote. Discussed membership fees being donated to Fleenor babies, more information to follow in next month’s meeting.

PTO Banner: Banner has not been found. Johanna has the PTO tri fold board for Readifest and members will continue to try and find the PTO banner.

**New Business:**

Readifest: Will be held Thursday, August 11th 2016 between the hours of 4:30 – 6:30. Membership table will be set up. During the meeting time slots were filled so that two PTO members will be at the table at all times during this event. Emily will be getting a boy and girl backpack to raffle off, Dominique will fill the backpacks with school supplies. If a parent signs up for PTO they will be eligible for one entry per child in the backpack raffle. If a parent pays the $2.00 membership fee they will be eligible for two entries per child in that family will be entered into the drawing. Members suggested $60.00 be the amount spent on both backpacks. A motion was made by Lisa and seconded, motion passed. Lunch will be provided for teachers on this day. Dominique will be taking care of the food with Lisa in charge of getting helpers. A motion was made by Nikki to keep the cost of the lunch under $200.00 and seconded. The motion passed. Lisa also moved for Amy and Lisa to get together a Williamsburg themed basket for Readifest to raffle, it was seconded and passed.

Back2School Kickstart Kit: Bags for teacher will be arriving by the end of September. More information will be available when the bags arrive.

Update School Website: Lisa sent information of new officers to Dr. Couch, updating as soon as possible.

Reception for Mr. Tim Melton: Will take place September 13th beginning at 6 pm in the WISD Media center. Lisa will coordinate this event. The menu will be finger foods.

“The Buzz” – Monthly PTO activities flyer: Emily will be sending all of last year’s information to Ed McGrath. Ed will be in charge of updating the newsletter as well as posting on the Facebook website. This newsletter will be done at least twice a year.

Review of By Law: By-Laws section IX. Board states the Members of the Executive Board or Committee Chairpersons shall serve no more than two (2) consecutive terms in the same office (position) or no more than three (3) consecutive years on the Executive Board without special approval of the general membership. Lisa motioned that the years of service be change to state three (3) consecutive terms in the same office or nor more than six (6) consecutive years on the Executive Board. Seconded by Nikki, motion passed.

Membership Report/Ideas: Emily will send Nikki the most updated spreadsheet on file.

Fundraising Report/Ideas: Fall Festival tentative date October 4, 2016. Raffle and other ideas mentioned to go towards incentives for attendance, new idea being put in place by Mr. Melton. It was moved Lisa and seconded that raffle will go towards incentive program. More information on attendance program as school starts. Mr. Melton and Johanna will discuss more at the next meeting.

**Announcements:** First day of School is August 15, 2016. The next meeting will be 5:00 pm September 13th, 2016.

Nikki Kysar moved and it was seconded to adjourn the meeting. The meeting was closed at 7:22 pm.

Recording Secretary, Amy Hatcher.