**Williamsburg Independent Parent Teacher Organization**

**Executive Board Agenda—October 24, 2017**

**Welcome from PTO President** Tammi Bird at 5:07 pm.

**Presentation of Minutes from September** submitted by Angela Dunn. There were no objections to the September Executive Board Minutes.

**Treasurer’s Report** submitted by Emily Coleman. Emily handed out spreadsheet documenting bank balance of $850.22 to date. There were no objections to the presentation of the treasurer’s report.

**Old Business**

Review of by-laws – Tammi discussed updating the by-laws as follows:

\* Adding the variation of names used by the Williamsburg City School Parent Teacher Organization to the by-laws to clarify for future use. Suggested adding: Williamsburg PTO and Williamsburg Independent PTO.

\* Suggested that we omit the wording of “incorporated” and “articles of organization” from by-laws, anywhere listed, as we are not incorporated and that particular wording does not apply.

\* Changing all wording pertaining to Board of Directors, to read Executive Board.

\* Section VI – Meetings: according to Open Meetings Law that we did not need a separate meeting for Executive Board from the regular monthly PTO meeting. Tammi suggested we incorporate the meetings into one (1) meeting.

\* Section VIII – Duties of VP of Membership to add the wording “if applicable” to the duty “shall coordinate background checks for volunteers.

\* Section VIII – Duties of Treasurer to delete “Shall attend meetings of the membership as dictated by the laws of the organization” as it is listed 2 times as a duty.

\* Section IX - Board – to correct the typographical errors concerning number wording to correlate with the number listed in respect to the terms of years served. For example, *Members of the Executive Board shall serve no more than* ***Three (3)*** *consecutive terms*.

These suggestions/updates are available for review for no less than 30 days and are scheduled to be voted on at the December PTO meeting for corrections/updates.

Attendance Incentives

– We discussed the appropriate way to donate money to the school for attendance incentives since the school cannot use school money for attendance incentives. Emily made a motion that, for record keeping purposes, Williamsburg PTO write the check to WISD with a memo showing “attendance incentives” and WISD will be responsible for keeping records of the money spent once the school receives it. Angela Dunn seconded the motion.

 - Lisa made a motion that the PTO purchase a 1000 piece trinket kit from Oriental Trading to be used for Reading Incentives for the younger grades. The cost of the kit is $149.99 plus tax and shipping if applicable. Emily seconded the motion.

PTO email – A dedicated PTO email address was created with email address: WilliamsburgIndependentPTO@gmail.com. The new email address will be added to the PTO’s Facebook page, the PTO section of the school’s website and any other correspondence where appropriate so that parents and community members have another way to communicate with the PTO Executive Board.

Birthday Announcement fundraiser

- Dominique stated that this fundraiser is doing well. We have raised $90 to date. Shawna does request that we communicate that a 2-week notice on birthdates would be best. Occasional reminders will be sent out advertising this fundraiser and the two week notice will be stressed.

- Lisa asked if Juniors & Seniors could use the marquee to ask people to prom. Mr. Melton will ask Dr. Coach to see if it is permissible to do this as part of our fundraising efforts.

Fall Festival Needs

 **-** Walmart donated $50 gift card to the PTO to be used for hotdogs/buns, drinks, etc.

 - Tammi will also ask IGA if they could donate as well.

 - Joanna still needs parent volunteers to work the concession stand the night of the Fall Festival, Nov. 2nd from 3:45 - 7:15. Joanna has asked Mrs. Mack to pass the word to the Juniors needing volunteer hours, I (Angela Dunn) added to the junior parents message board that PTO requests any parents or juniors still needing hours to sign up as this is a good opportunity to volunteer. Angie Bowlin will add this to the PTO Facebook page asking for more parent volunteers.

**New Business**

PTO Meeting Schedule – As per “Review of Bylaws” discussed in Old Business, Tammi suggested combining the Executive Board Meeting and the Regular PTO meeting into one (1) meeting to abide by Open Meetings Law. This is set for vote in the December PTO meeting.

PTO Treasurer – Emily informed the board that she needs to step down as Treasurer due to increased workload at her job. Tammi appointed Dominique to the position of Treasurer. She will incorporate these duties along with the duties of VP of Membership. Lisa made a motion to approve this appointment and Angie Bowlin seconded the motion.

Pizza Hut Presentation – Will be given during the regular PTO meeting.

**Announcements**

Next Executive Board Meeting: November 14th, 2017, 5 p.m.

**Adjournment**

Motion to adjourn by Angela Dunn and seconded by Joanna Mahan.