**Williamsburg Independent Parent Teacher Organization**

**Executive Board Agenda—September 12, 2017**

**Welcome from PTO President** Tammi Bird at 5:10 pm.

**Presentation of Minutes from August** submitted by Angela Dunn. There were no objections to the August Executive Board Minutes, a motion was made by Lisa Cain and seconded by Dominique Moses that the minutes be approved.

**Treasurer’s Report** Not Available at this time.

**Old Business**

Tax ID, Accountant – Tammi reported that the Tax ID has been set up and is awaiting signatures at the bank.

Review of by-laws – no changes / updates to be made at this time.

Reading & Attendance Incentives – It was agreed to ask local businesses for incentive donations. {Meal discount cards for MS/HS students, Frosty’s, game tickets for UC sporting events, Water-Park passes, etc.}

PTO email service, school or cloud storage – PTO email service through PTO today contained fees, Dominique suggested that we set up a Google type account and Lisa agreed that would be the wisest option.

Birthday Announcement fundraiser – agreed by all present that this needs advertised better. Dominique is going to make a form & sign-up. These will be stationed in Ms. Shawna/Dr. Couch’s office. Angie Bowlin will be posting/advertising this on the PTO Facebook page.

Readyfest & MS/HS Registration – we weren’t able to speak to the parents/students like we had hoped therefore, we are going to send invitations via the Remind App and sending out Welcome packets since families didn’t receive these at registration.

**New Business**

Fall Festival is scheduled for Nov. 2nd, 2017. Joanna Mahan is spearheading this fundraiser and she needs volunteers to work and for donations. The things needed at the current time include, concession workers, snacks to sell, baskets for raffle.

**Announcements**

Next Executive Board Meeting: October 10th, 2017, 5 p.m.

**Adjournment**

Lisa recommended adjourning and Angela seconded it.