**Williamsburg Independent Parent Teacher Organization**

**Executive Board Agenda—July 11, 2017**

**Welcome from PTO President**

**Notes from PTO President**

Welcome & Thank You

**New Business**

Discussion of Officer Roles: PTO Today site

Passing of Info to Incoming Officers:

-Treasurer Info: finalization of election minutes for bank change over, IRS forms, Incorporated/Tax Exempt status, expense report, accountant

-VP Membership: email addresses/membership forms, ways to boost membership/participation

-Recording Secretary: Posting on school website – Requests to Patrick Robinson

-Post on PTO Facebook page

-Other

PTO Planning Calendar/Operating Budget: MS/HS Registration, New Student Welcome Packet

-Previous years’ fundraisers/activities:

-Readyfest: Table w/membership forms, backpack drawing for all who join PTO, one for girl and boy to win, parent drawing?

-Fall Festival, Staff Appreciation, Breakfast w/Santa, Penny Wars, Suesstacular, Field Day, Other

Request for PTO’s help with emphasis on reading

**Announcements**

Next Executive Board Meeting: August 8, 2017, 5 p.m.

**Adjournment**