

East Windsor PTO General Membership Meeting Minutes
September 14, 2023 @ East Windsor Middle School Cafeteria

1. Meeting called to order at 7:05pm by Jennifer Blanchard.
2. Board members present - Jennifer Blanchard, Sarah Mader, Joyce DaCosta, Cindy Brey, Andrea Dziadul. There were 21 adults present.
3. Introduction of the PTO Board members was made by Jennifer Blanchard and she welcomed everyone to the new school year.
4. Administrative Business:
 - a. Review of May 2023 meeting minutes - motion to approve by Sarah Mader, 2nd by Andrea Dziadul. Motion passed with all in favor.
 - b. Presentation of the Financial Report for Year 2022- 2023
 - i. In August the website was paid for another year, everything else was current through the end of last school year. We had just under \$2000 loss (spent extra on field trips in the spring, no official spring fundraiser, just events).
 - ii. Our bank accounts are all in good shape, our reserve is in place in case the PTO were to dissolve.
 - iii. Motion to approve by Cindy Brey, 2nd by Sarah Mader. Motion passed with all in favor.
 - c. Presentation of the Proposed Budget for School Year 2023-2024
 - i. Rewards Programs - Box Tops income has gone way down since the program switched to app only collection. Shoprite rewards doesn't bring much in. Coke Rewards and Amazon Smile programs have both ended.
 - ii. Events - hoping to do the same successful events as last year, add some new events and fundraisers to increase income.
 - iii. Expenses - proposed budget reflects some of the increases we had last year that weren't budgeted for originally - EWMS Author Day, field trips, other miscellaneous expenses
 - iv. No comments/questions. Motion to approve by Jennifer Blanchard, 2nd by Sarah Mader. Motion passed with all in favor.
5. Open positions - Looking for a Recording Secretary, and one more Member at Large
6. Bylaws - on our website to view
7. Meeting schedule- shared in meeting packet, will be posted on website, school calendars
8. New Business
 - a. Recap 2022-2023 year end events - Bus Driver Appreciation, t-shirts for 4th and 8th grade students all went well
 - b. Recap of events so far - BBS Open House went very well. Next Wednesday 9/20 is EWMS open house at 6pm. Looking for volunteers to help with our table.
 - c. Fall Fundraiser - Ideas included Yankee Candle, Boon bags, Halloween Grams, spirit gear, Square 1 Art, Scrip, Art night with Khamp Phimvongsa, more dances
 - i. Square 1 Art, Scrip (gift card fundraiser), Halloween Grams, more dances seemed to be the favorites. We need more volunteers to help the art teachers, and more info on Scrip.

- ii. Yearlong calendar of Events - Having one will help announce events to the school community and town with much more notice. Also it was suggested to add PTO events to the school district's calendar.
- d. Membership Drive -now through 10/31
 - i. We had around 110 memberships last year, our biggest year ever! Our goal is 120 memberships this year. Memberships: Family - \$15, staff - \$10.
 - ii. Raffles - One homeroom from each school with the most family memberships will win a basket of supplies the teacher requests. Every teacher who signs up goes into a teacher raffle, and they will win supplies they need for their classroom. The family raffle prize is a four pack of tickets to the CT Science Center.
 - iii. To encourage memberships, we will ask families to share with their friends, community members, teachers share with their students, post on social media, and email families throughout the drive.
- e. Haunted Highway at EW Park - Thursday 10/26 5-7pm, rain date 11/2
 - i. Picked "Bluey" as our theme.
 - ii. Suggestion was made to make treat bags this year and include a paper inside with a QR code to join the PTO
- f. Staff Appreciation
 - i. Conferences - 10/11-13, Meal on 10/11 at both schools
 - 1. Taylor Miller - works for 99, will ask for food donations
 - 2. EWMS - 34 teachers, 79 total staff; BBES - 50 teachers, 97 total staff
- g. Holiday Store - Tentatively 12/4, 12/5, and 12/7 with 12/8 as a makeup day
 - i. Biggest spending was last year, most likely due to a lot of first time shoppers who were not students when we held it last in 2019.
 - ii. Will ask for high school volunteers again, as this was a huge help last year!
 - iii. Will most likely purchase a base amount of items from the same company we have used, and then ask for donations of items to sell from families, local artisans, community businesses, senior centers.
 - iv. We will also solicit monetary donations for students who may not have the means to shop. This was well supported last year!
- h. Additional Events/Fundraisers
 - i. Community Donations - Sarah Mader will review the list of donations we received last year and reach out again. We will check other local businesses and see how they can help us.
- 9. Meeting adjourned at 8:08pm by Sarah Mader, 2nd by Andrea Dziadul.