

Hillside Elementary School

PTO EXECUTIVE BOARD MEETING

Minutes

October 8, 2014

7:15 pm

Lori Benedict's House

Meeting called by	Lori Benedict
Type of meeting	PTO Executive Board Meeting
Facilitator	Lori Benedict
Meeting Minutes by	Michelle Barton, PTO Secretary
Attendees	Michelle Barton, Lori Benedict, Wendy Civitella, Heather Guerin, Maura Harley, Sian Keating, Bernie Logan, Laura Mills, Christine Neilon, Lisa Nishikawa, Allison Keech Sanka.

Agenda Topics

Call to Order/Welcome

Lori Benedict

Discussion	Lori Benedict called meeting to order at 7:20pm and called for a vote to approve the September 2014 meeting minutes. The board approved the minutes and they will be posted on the PTO website by Allison Sanka.
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Principal's Report

Mrs. Diane Cohle

Discussion	Mrs. Cohle was not able to attend.
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President's Report

Lori Benedict

Discussion	Lori gave the President's Report.
<p>October 13th – Ending Distracted Driving (will be included in the Sunday Blast) November 11th – The Big Disconnect (will be submitted to Hillside Highlights) Friday, October 10th – T/E PTO Presidents & Treasurer's meeting</p> <p>Lori passed around various Thank You notes from the teachers for the PTO gifts for their classrooms.</p>	

Treasurer

Sian Keating/Maura Harley

Discussion	Sian Keating gave the Treasurer's Report.
<p>Sales Tax: Our PTO is not exempt from sales tax – we are income tax exempt as a non-profit organization, but not from sales tax. We should investigate how to apply. Michelle offered to ask her colleagues at work.</p> <p>Sian presented the updated budget for review.</p>	

Vice President of Membership & Services**Lisa Nishikawa**

Discussion	Lisa Nishikawa gave the Membership & Services Report.
<p>Afterschool Clubs: all background checks have been submitted to the PTO for it's clubs.</p> <p>Fun Run: registrations are steadily coming in – everything is on track.</p>	

Vice President of Social Functions**Marcy DeOrefice**

Discussion	Marcy DeOrefice presented the Social Functions Report.
<p>Pizza Bingo: October 10th – SOLD OUT – this hasn't happened for years.</p> <p>Book Fair will take place the week of Halloween: there will be special events – grandparents day and doughnuts with dad.</p>	

Vice President of Fundraising**Laura Mills**

Discussion	Laura Mills presented the Fundraising Report.
<p>Laura praised Allison for a wonderful job with the website and promoting the fundraisers. Can we also promote on-going fundraisers – Coke Rewards // Box Tops // Cambell's Labels. The PTO has received the check from Coke Rewards – Mr. Pechin gets to decide how to spend.</p> <p>Laura presented the idea of a Five Below fundraiser – Five Below is flexible, the fundraiser spans a week's time. Discussion around timing focused on sometime near Black Friday – once the date is finalized it will be advertised thru a Blast.</p> <p>Hawky Campaign – how can we encourage (incentivize) parents to donate to Hawky? Angela Clark mentioned that the business where she works has offered to donate a gift certificate and all Hawky donors would be entered into a drawing. Discussion followed and it was decided to wait until December to decided – end of year donations for tax purposes.</p>	

Vice President of Cultural Arts**Carla Ojha**

Discussion	Carla Ojha presented the Cultural Arts Report.
<p>Carla is looking for volunteers to shadow her and some of her committee chairs in preparation to take over. The Fisherman and the Flounder Assembly went well.</p>	

Old Business**All**

Discussion	Food at Spring Concert
<p>Mrs. Cohle has given permission for food to be served – Melanie Bradish will coordinate – however, details are to be determined.</p>	

Adjournment**Lori Benedict**

Discussion	The meeting was adjourned at 8:40pm.
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