

**Annual General PTO Meeting**  
**Sept. 13, 2021**  
**Greenleaf Village Pavilion**

Meeting called to order at 8:32 am.

**In Attendance:**

Brooke Hicks-Carrigan, Courtenay Dorow, Brandi Ahmad, Allison Davidson, Dean Harry, Jynn Hughes, Jeni Trinidad, Mandy Harry, Patty Picchione, Kelly Ann Whaham, Elizabeth Karcsh, Paul Wallash, Shannon Andrews, Shanna Brown, Katie Swindell, Laura McCarthy, Jillian Tozer, Dustin Catella, Elyse Valo, Darline Wetzell, Reiko Evans, Cassi Rice, Caroline Rehm, Angela Ney, Alexandra Browne, Miranda Rrodastani, Kimberly Whiting, Dino GuGlietta, Sue Capetz, Robert Davis, Holly Swanson, Jenn Meunier, Jessica Riettie, Laura McCarthy, Lindsey Helfer, Ryan Hanley, Melissa Bye, Danielle Bilbao, Allison Gilbert, Stephanoe Troyer, Betsey Martinez Noboa, Tracy Duttkin, Gina Black, Catherine Erichson

President Brooke Hicks-Carrigan welcomes the members.

Jeni moves to approve the minutes from the May 3, 2021 meeting. Jenn Meniur seconds. Minutes approve as is.

**Treasurer's Report:**

- Brandi (speaking for treasurer Kristin Loccisano) went over the Income and Expense report.
- Budget Highlights include
  - **Sponsorships:** Only \$2,750 left to achieve business partner income of \$30,000
  - **Membership:** Exceeded Membership income by \$6,830
  - **Fundraisers/Other Income:**
    - **Fundraising:** Amazon Smile! Please sign up as this is "free" money
    - **Spirit wear-** once remaining invoices are paid we expect to meet or exceed our \$500 net income goal
  - **Services**
    - **School Programs**
      - Artsmart- purchased additional supplies
      - Car Tags and Student Folders- under budget by \$92.50
      - Character Education- purchased books and other supplies
      - Planners- \$50 shy of breaking even. This is to be expected as they were used as incentives for memberships



- PTO member suggests forming a committee of IT people willing to help the school's IT department inventory and refurbish ipads and laptops. Ms. Fuller was open to this idea. Dino GuGlietta and Robert Davis have identified themselves as working in IT and available to help.

### **Business Partners: Dean-**

- About \$30,000 has been raised so far from our business partners.
- Banners along the front entrance to school display some of our top business partners
- Businesses can donate time, money, services, in kind donations, etc.
- Jersey Mike Fundraiser is coming up September 22- 26, \$2 for every sub purchase goes right to the school

### **Membership- Brandi:**

- Currently 317 members, this is higher than in the last 6 years
- PTO is looking to grow staff membership
- PTO member suggests starting a program to sponsor a teacher for membership

### **Volunteer Coordinator- Allison:**

- Character counts and artsmart volunteering in the school is on hold for now due to Covid. Lessons have changed to virtual.
- Thank you to those that have volunteered with PE

### **Staff Appreciation- Courtenay:**

- The staff appreciation breakfast was from Metro Diner with
- Welcome back gifts to staff included arrangements of eucalyptus leaves
- PTO is accepting items for September stock the lounge for the staff
- Staff birthdays are acknowledged with notepad/pen gift
- Teacher favorites will be uploaded and posted to the VRA parents facebook page

### **Fall Book Fair and Fun Run-**

- Both are still scheduled to happen
- Book Fair scheduled for October 6th-8th and October 11th-15th
- Fun Run pep rally is November 11th with the runs on November 18th and 19th

## **Vote to change in Bylaws:**

Article VII: Budget, Expenditures and Audit  
Section 9: Annual Audit

Current: An audit of the Treasurer's records and accounts shall be performed by an independent auditor or an auditing committee for each month end's bank statement and supporting transaction documentation. The auditor or the auditing committee shall be appointed by the Executive Board and shall not include any member of the Executive Board, the Executive Committee, or their immediate families, including in-laws.

Proposed: Any annual audit of the outgoing Treasurer's records and accounts shall be performed by an independent auditor or an auditing committee consisting of not less than three members. The auditor or the auditing committee shall be appointed by the Executive Board and shall not include any member of the Executive Board, the Executive Committee, or their immediate families, including in-laws.

Laura motions to approve the change in Bylaws and Jennifer seconds. The ayes have it, and the change to bylaws is approved.

Meeting is adjourned at 9:43 am.