

**Willsboro Parent Teacher Organization**

**PTO**

***Agenda for Wednesday, July 9th at 4:30pm***

***at the Willsboro Central School Distance Learning Room***

Join Zoom Meeting

<https://plattsburgh.zoom.us/j/97025461592>

Meeting ID: 970 2546 1592

+16469313860,,97025461592# US

+19294362866,,97025461592# US (New York)

1. **Call the meeting to order**
2. **Attendance**
3. **Review, Edit & Adopt Bylaws**
4. **Review/Edit/Finalize PTO Facebook Page**
5. **Review/Edit/Finalize PTO Website**
6. **Discussion on 5013C or other options**
7. **Start Community Letter/ How to distribute**
8. **Further Discussion/Confirm date/time/place of 1st PTO event**
9. **Further Discussion/Confirm date/time/place of 1st PTO fundraiser**
10. **Next Steps**
    1. **Open Bank account (Trisha/Catherine)**
       1. Needed: EIN #, minutes of elected officers & who the signers for account are?
    2. **Open PO Box**
    3. **Finalize Community Letter/Distribute**
11. **Next meeting:**
12. **Adjourn**