

**Willsboro Parent Teacher Organization**

**PTO**

***Minutes for Wednesday, July 31st at 4:30pm***

***at the Willsboro Central School Conference Room***

1. **Call the meeting to order at 4:37pm**
2. **Attendance**
   * **Heather Sheehan**
   * **Catherine Kaleita**
   * **Trisha Sheehan**
   * **Hannah Neilly**
   * **Emily Schwalb**
   * **Hilary Harwood via zoom**
3. **Acceptance of the minutes from the 7/9/24 meeting**
4. **Discussion on 5013C or other options:**
   * **Need to point a lead to do the paperwork once we get some donations in our account.**
5. **Update from Treasurer: CNB has our paperwork, should get everything finalized soon.**
6. **Other Business**
   * **Letter head - complete**
   * **Kona Ice – Does not travel to our area**
   * **Mr. Ding-A-Ling of the Adirondacks** 
     + **They have $3, $4, $5 dollar items no fee to go to schools**
     + **You can pay with invoice or pay same day with check**
     + **Book early everyone seems to want the same dates**
   * **Loreman’s donated the set up fee for our new PTO logo**
     + **Heather Sheehan ordered and donated a table throw from Loreman’s ($265) for our events.**
   * **Thank you to Hilary Harwood for setting up our website and Facebook page.**
   * **Thank you Hilary Harwood for donating the domain and hosting fee for 1 year.**
   * **Donation request forms: They all seem to require 5013c status (Heather can reach out and submit to Hershey -Mars company, Dicks Sporting Goods, Oriental Trading , etc…) once that is set up.**
7. **Further Discussion/Confirm date/time/place of 1st PTO event:**
   * **Back to School Open House August 29th** 
     + **Hannah asking Stewarts for Ice Cream Sunday Donations**
     + **Table with cloth set up with letter about us maybe some candy?**
8. **Further Discussion/Confirm date/time/place of PTO fundraisers**
   * **Bowling Tournament – Catherine will reach out to Dale Ferris about dates**
   * **Golf Tournament – Catherine will reach out to the Town about dates**
   * **Hannah will reach out to K&R Ranch about a potential family fundraiser/event**
9. **Other Business:**
   * **Beginning of the year survey to teachers/students?**
   * **Teacher request forms? Once we get a fund balance**
   * **List for treasurer of re-occurring yearly charges:**
     + **Hosting fee for website (approx… $35.00 & domain was $8.99)**
     + **PO Box (approx.. $72.00 Per year)**
10. **Next meeting: 8/12/24 @ 4:30pm**
11. **Adjourn: 5:36pm**