

Ocean Avenue PTO

Engaging People. Building Community.

OAPTO Meeting Minutes

Date: Jan. 29, 2015

Time: 6:00pm-7:30pm

Called by: Nanette Dyer Blake, OAPTO President

Number in Attendance: 20 OAES community members

Location: OAES Cafeteria

I. Welcome (Nanette Dyer Blake, President)

- Tonight's meeting is a different format from our usual meetings which are designed to give you information about what's happening in our school community
- Tonight's focus is on getting to know one another and learning more about the various roles that make up the OAPTO Board of Directors
- Up-to-date information about our programs and organization is available on our website; there are hard copies available this evening of our bylaws and strategic plan which are both very important to who we are
- We are working on the first draft of a new strategic plan and it will be rolled out soon

II. Approval of the Minutes (Erica Sabatino, Recording Secretary)

- OAES community members voted to approve the December 2015 PTO meeting minutes

III. PTO Business

- Enrichment (Lisa Hicks, Enrichment Director)
 - Lisa Hicks, our Enrichment Director, could not be in attendance this evening but you can view the list of afterschool enrichment offerings by going to our website at www.oapto.org; scholarships are available for all students
- Fundraising (John Gordon, Fundraising Director)
 - Call Banking will be in March – volunteers will call folks in their circle of friends and family to try to raise funds for the PTO
 - David Farmer, last year's Fundraising Director, is very experienced with call banking and will provide a script for volunteers and be on hand to help at the event
 - This year we are soliciting folks from the community to help make calls and we also need help with administrative tasks such as writing thank you notes to donors
 - Last year we had 8 volunteers and raised \$2,000 in just over an hour
 - Our goal is to raise \$6,000 this year
 - The PTO Annual Appeal is also happening now through the end of March – our goal is to raise \$2,000
 - There are multiple ways people can contribute to the Annual Appeal:

- Mail a check payable to OAPTO, email your square payment, donate online with Paypal by clicking the donate button on the OAPTO website, send in an envelope with a check in your child's backpack, drop off cash or a check at the front office with Attn: PTO
- Nominating (Julie Lannon, Nominating Director)
 - We are currently looking for people who want to get more involved at the board and leadership level
 - The Nominating Committee consists of 6-8 volunteers who gather nominations for next year's leadership team
 - The leadership slate is voted on by the general membership in the spring
 - The process is conducted in a very respectful way and is confidential
 - Self-nominations are highly encouraged
 - Anyone can nominate someone from the OAES community for a position
 - A nomination simply initiates a conversation, it is not a commitment to volunteer
 - Nominating forms will go out in backpacks and there will be a link to the form on our website
- Treasurer's Report (Chip Gavin, Treasurer)
 - The board voted in January to adopt an amended budget to keep the organization's finances in balance for the year
 - The major change was an overall increase in revenue and expenditures to a new total of \$36,600
 - The increase reflects greater than anticipated revenue from enrichment programming and slightly higher revenue and expenses than anticipated associated with fall special events and fundraising activities
 - There are modest changes in planned enrichment and garden expenses for the remainder of this year
 - Importantly, our remarkable community has already raised approximately \$27,000!
 - Thank you to everyone who has made a financial contribution or given of their time to help with our fundraising efforts
 - We have approximately \$9,000 left to raise to make our budget, with about \$8,000 of the remaining total budgeted to come from the annual appeal and other types of individual giving – if you have not yet made an individual contribution, please consider doing so now
 - The complete updated budget for the current school year is posted on the PTO website under the resources section
 - Anyone wishing to get involved in the development of the budget for next school year should consider attending Finance Committee meetings starting in March – those meetings will be noticed on the PTO calendar and in the PTO newsletter

IV. Meet the PTO

- In order to give community members a better sense of who we are and what we do, board members introduced themselves and talked about their roles and what they like about being a part of the OAPTO Board of Directors
- President (Nanette Dyer Blake)
 - Nanette previously served as Vice President and Secretary of the PTO
 - The President oversees board and general membership meetings and works with the board to create agendas for the meetings

- The President attends quarterly meetings with Dr. Coursey and also serves as a liaison between the board and school staff
- Nanette says she tries to stay as informed as possible about what's happening at school in order get information out to the community
- Vice President (Allison Ayan)
 - The Vice President commits to a two-year term with the goal of moving into the President's role in the second year
 - This position supports the President as needed and also attends quarterly meetings with Dr. Coursey
 - Allison says this position is an opportunity to really learn the ins and outs of the PTO
- Secretary (Erica Sabatino)
 - This is Erica's second year serving as Secretary; she is also a member of the nominating committee
 - This position is responsible for taking the minutes at the monthly board and general membership meetings so attendance at meetings is very important
 - Erica says this role has been a perfect fit because the time commitment is very manageable and it's allowed her to be involved at the decision-making level and develop a better understanding of the school environment
- Treasurer (Chip Gavin)
 - The Treasurer's ultimate job is to plan for sustainability so that we are not overextending ourselves financially as an organization
 - This position oversees the Finance Committee which is responsible for planning for next year, responding to funding requests and figuring out how to communicate budget information to the general membership
 - Chip says that he likes the team effort and that the PTO is a strong organization when it comes to volunteer participation and fundraising
 - He says there is nothing more fun than getting to say yes to funding requests
- Communications Director (Katharine O'Neill)
 - This position manages the newsletter, weekly email blasts and Facebook postings and helps with backpack flyers
 - Katharine says it is a fun role that could be split up in the future so that one person manages the newsletter
 - She also says that one of the benefits of the position is that you know everything that's going on in our community
- Nominating Director (Julie Lannon)
 - This position oversees the nominating process and heads up the nominating committee
 - Julie says it is a great position if you are not sure how you'd like to be involved and it allows you to build relationships
- Fundraising Director (John Gordon)
 - John served on the nominating committee for 3 years and stepped into the role of Nominating Director 2 years ago; he has also volunteered as Coach of the Chess Club
 - This position oversees the various fundraisers and is supported by multiple fundraising positions that are filled by the nominating committee
- Community Building Director (Jeannette Wycoff)

- Jeannette oversees events such as the Watermelon Welcome, the Spring Fair/Bike Rodeo and the monthly Walk and Roll
- This position also supports teacher appreciation efforts
- Volunteer Director (Tobin Scipione)
 - Tobin was involved with her neighborhood's walking school bus and created the Walk and Roll Committee which coordinates a monthly walk/bike/scooter to school event; she was also very involved with the annual Bike Rodeo
 - The Volunteer Director position was introduced this year and is responsible for building and leveraging our school community
 - This position identifies and provides opportunities for families to engage with the PTO; this year the board asked families to commit to 3 volunteer hours over the course of the school year
 - Tobin says that participating at the board or committee/chair level gives you a different perspective and connection to the school

V. Ask and Learn

- Board members and community members spent the remainder of the time getting to know one another and discussing the various volunteer positions and ways to get more involved

VI. Adjourn