

Ocean Avenue PTO

Engaging People. Building Community.

OAPTO Board Meeting Minutes

Date: June 2, 2015

Time: 6:30pm-8:00pm

Called by: Nanette Dyer Blake, OAPTO President

Directors in Attendance: Allison Ayan, Nanette Dyer Blake, John Gordon, Lisa Hicks, Julie Lannon, Katharine O’Neill, Erica Sabatino, Tobin Scipione

Not in Attendance: Chip Gavin, Jeannette Wycoff

Location: Home of Nanette Dyer Blake

I. Welcome (Nanette Dyer Blake)

- Calendar
 - June 8th – all-city music show for band and chorus – information is on the PPS website
 - June 9th – Literacy Night
 - June 9th – PTO Meeting
 - Need to promote the meeting by reaching out to our networks; Nanette made a plug at the Kindergarten Welcome
 - Meeting will happen immediately after Literacy Night
 - Book Face Photo Contest – Kerri Nicholas will display photos
 - Vote on the leadership slate
 - Celebrate volunteers and highlight volunteer hours
 - End of year celebration slideshow in the library
 - June 16th – K-2 Field Day
 - June 17th – 3-5 Field Day
 - June 18th – Egg Drop
 - June 18th – Sea Dogs
 - June 19th – Last day of school

- Board Transition:
 - Exit meetings will happen with Nanette and Allison at the end of the school year
 - People who are not continuing in their same roles need to upload their documents onto Google drive and share the documents

II. Acceptance of Minutes (Erica Sabatino)

- Board voted to accept the May 2015 board meeting minutes as written

III. Director's Updates

- **Budget/Finance Update** (Nanette Dyer Blake)
 - Chip was unable to attend the meeting so Nanette led the discussion
 - If you have reimbursements, please submit your receipts to Chip ASAP
 - Chip to provide the 2015-2016 budget via email and board to approve the budget over email before the June PTO meeting
 - Starfall subscription is used exclusively by Kindergarten teachers:
 - We are reimbursing Mrs. Tryzelaar for it this year
 - Nanette proposed that we create a line item for this in next year's budget
 - We received a \$200 funding request from the 5th grade team for an end-of-the-year CD for all 5th grade students, teachers and Dr. Coursey
 - Need to reach out to each team of teachers to find out what their funding needs are for next year so that we can be more strategic with our funding decisions

- **Enrichment** (Lisa Hicks)
 - We are donating \$260 to Literacy Night since we did not have an I'm Your Neighbor event
 - Lisa has \$200-300 left in the artists-in-residence budget
 - Lisa will provide a visual of enrichment activities for the PTO meeting

- **Communication** (Katharine O'Neill)
 - Katharine informed Ann Hanna that we are moving to a quarterly PTO newsletter

- **Nominating** (Julie Lannon)
 - Staff of the Month Award:
 - No staff of the month for June PTO meeting

 - Recruitment:
 - Still looking for a Communication Director and Vice President
 - Need to map out the Communication Director position more
 - Be strategic about inviting potential volunteers to come to a board meeting
 - Be conscious of introducing ourselves to new families at PTO meetings and events
 - More clearly define the President and Vice President's roles

- Is what we are doing sustainable?
 - Concern about the number of volunteer hours that are required to maintain the organization
 - Auction team needs to meet as soon as possible along with Chip, Allison and the new Fundraising Director
- **Fundraising** (John Gordon)
 - John will present on what our fundraising activities were and how much money we raised for each one at the PTO meeting
- **Community Building** (Jeannette Wycoff)
 - We raised \$230 from the plant sale and donation jar at the Spring Fair/Bike Rodeo
 - 150 people attended the Spring Fair/Bike Rodeo
 - We've sold 80 Sea Dogs tickets to date
- **Volunteers** (Tobin Scipione)
 - Tobin needs everyone's total number of volunteer hours
 - We will most likely have a total of 2000 volunteer hours which is the equivalent of one full-time employee
 - 150 people signed up to volunteer and 75 people actually volunteered
 - Track how many new volunteers get involved every year

III. Adjourn