

HOUGHTON PTO GENERAL MEETING

August 10th, 2009

ATTENDEES:

Board: Dawn Ducca – President, Collette Marsh – 1st VP, Alison Denomme – 2nd VP, Katie Graves – Treasurer, Danielle Holloway – Secretary, Cindy Munday – volunteer coordinator

Members:

The meeting was convened at 7:30 p.m.

- I. Approval of minutes for last month was proposed by Dawn and seconded by Alison. The minutes were approved with a unanimous vote.
- II. Treasurer's Report
 - A. We discussed the amounts and updated the budget for the 2009-2010 school year.
- III. Committee Reports for future events:
 - A. First Day Folders – date is set for Friday August 28th at 9:00am. Kathy will contact volunteers and Danielle will help Kathy prepare documents needed to fill the folders.
 - B. Bus greeters – Cindy Munday will be the A.M. coordinator and Alison Denomme will be the P.M. coordinator. We will be contacting volunteers shortly.
 - C. Fall Fundraiser – no action taken yet.
 - D. Open House – Danielle will check with Tammie Wotton to see if she has a copy of a flyer for First Day Folders to announce the Open House (date and time, etc.)
 - E. Houghton T-shirt sales – Danielle checking w/ Kathy Baars to see if we are adding an order form to the First Day Folders.
 - F. March is Reading Month – Dawn is going to follow up with Jesse regarding dates for the author. We have decided on Nancy Shaw, we just need to confirm dates before we can sign a contract.
- IV. Questions
 - A. Website – who is updating our Website now? Alison Denomme is going to do the website. Alison will contact Darcy Berwick to get the password and instructions. We need to have the date and time for First Day Folders and the need for Bus Greeters added to the website.
- V. Meeting was adjourned.