**Blake PTO Board Meeting Minutes**

**5/11/2017**

Meeting called to order at 7pm. Claudia & Kim welcomed everyone.

Attendees – Claudia Rosen, Kim Price, Maura Gerardi, Janice Marble, and Keven Gallagher

Board– Co-President – Claudia Rosen

Co-President – Kim Price

Vice President – Maura Gerardi

Treasurer – Erika Clarke

Secretary – Janice Marble

**Presidents’ Report** – Claudia and Kim

* Blake Campaign Update – $15,872.07 to date. Despite not reaching our goal, there will be no extra fundraisers next year.
* School Supply Service – Meghan Glenn is Chair. They will be available to purchase for incoming 9/2017 students.
* New Sound System for Auditorium (See New Business below)
* Scholarship needs – PTO’s mission is to fund extracurricular items that benefit all students. Therefore, these will not be funded.

**Vice President Report** – Maura

* 7th grade ice cream social, graduation ceremony, and 8th grade BBQ all staffed.
* Update on-going volunteer roles for next year:
* Tricia Buzgo – Hospitality Chair.
* Maura Gerardi – Box Top Coordinator.
* Copy Room Coordinator is an open position.
* Volunteer sign-up has been updated and can be posted at any time.
* School Supply kits – Meghan Glennchair.

**Treasurer Report** –Erika (by email prior to meeting)

Budget Review

* Ending bank balance as of 4/28/2017 - $11,757.22
* Outstanding appropriated budget of $3,545 and outstanding commitments of $2,000 for Nurse's Couch
* Current adjusted available funds after outstanding payables and funding requests is $6,067.22. There is $400 in the Thank You Fund for the teachers.
* 2017 Blake Annual Appeal raised $15,872.07 to date and still ongoing. Received $6,455 from Scrip which is also not reflected in April ending balance.
* Funded the following to date:
* $2,000 Nurse's Couch
* $7,174 MacBooks
* $537.15 Canoe Scholarships
* $1,695 12 Art Panels
* $234.90 Water for dances/8th grade graduation
* $948.74 Artwork Posters/Frames
* $4,700 - Chrome Book Tables
* $1,695 - PA Cabinet for PE Department
* $2,250 - Christmas in the City Buses
* $1,500 - Safe Learning Environment
* $1,800 - Grupo Fantasia
  + $1,160 - Shakespeare Now! Midsummer Night’s Dream
  + $750 - 7th grade Roman Army Presentation
  + $54.95 - Journey Now
  + $750 - Roman Grant
  + $725 - Historia Antiqua

2017 - 18 Budget. Total $9,300. Motion to approve - Claudia; Second - Maura. **Unanimously approved**.

**Secretary Report** – Janice

March 2017 Meeting Minutes previously approved electronically and posted to the Thursday Packet and website

**New Business**

2017-18 Board - Motion to approve - Claudia; Second - Kim. **Unanimously approved**.

* Co-President – Claudia Rosen
* Co-President – Keven Gallagher
* Vice President – Meghan Glenn
* Treasurer – Erika Clarke
* Secretary – Natalie Madej

**Funding requests**

* + DI Globals request from Blake Team $500. Motion to approve - Claudia; Second - Maura. **Unanimously approved**
* Sound system for Blake Auditorium $2,000. Motion to approve - Janice; Second - Kim. **Unanimously approved**

Meeting adjourned 8:30 pm.

**Proposed Meeting Dates for 2017-18** (all at 7pm):9/26, 10/19, 12/12, 1/18, 3/14 & 5/17.