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| **TOPIC** | **NOTES** |
| **Opening/ Review Last Minutes** | Minutes approved |
| **Announcements & New Introductions** | Richard introduced himself to the new members. He can continue his work with maintaining and updating the PTO website. |
| **Old Business** | 1. **PTO Compliance** – update from Nora   501 C 3 application has been submitted and we are now compliant with the state. If we need an EIN number before ours come through we can use school tax id number.   1. **Room Parents** - Update from Nora   Only 6 or 7 teachers have submitted the list of names of committed room parents. More than one room parent is OK, as long as they can work well together. Kimi can create a list of helpful tasks to be given to room parents as a guide for being useful and getting meaningful work done.   1. **Emails**   Nora has inputted all of the people who have signed up to receive PTO information into the master email list. This can be used for volunteer spot and other PTO email related blasts.   1. **T-Shirts** are ordered and in – pick up your Super T-shirt! 2. **Food Donations** for Fall festival or other events   There was discussion about having a free coffee cart for parents at Friday pledge to help build back the Needham community. This idea is currently on hold. There was also discussion about having the shaved ice cart at the fall festival. They would donate 20% of proceeds to Needham. This was also put on hold with the idea that we can arrange to have the Frozen Treats cart at another event later in the school year, possibly in the spring.   1. **Teacher favorites list** – Update from Mindi   Mindi has created an amazing and thorough book that includes ALL staff members and lists their likes, don’t like, and ideas for gifts.   1. **Food & Child Care at meetings**   The group decided to offer child care and food at PTO meetings. Nora will order pizza and salad from Father’s Daughters. Kimi will reach out to Jenna, an aide at Needham who is looking for extra work. Nora and Forrest will organize the budget for the child care and food per meeting costs.   1. **Root Beer Floats**   Nora spoke with Patrick at Carvers and Root Beer Floats are a go for Earth Day in the spring! |
| **New Business** | 1. **Banners**   The group discussed having two banners. One that says “PTO Meeting TONIGHT and another for the Fall Festival that has Velcro places to switch out dates. Forrest and Susan can look into getting banners. One idea for the the Fall festival banner was to create space where we can add the year’s sponsors to the banner.   1. **Bike Rack**   Forrest brought up the need for 2 or 3 more bike racks around the Needham campus. The group agreed that this is a need that would be supported by a large number of Needham families. Forrest and Susan will price out some bike racks – NFP price as well as trade pricing. A new committee was formed – the Bike Rack Committee! This will include Ashley, Tanya and Susan. They can look into money from the school district as well as the multi-modal project that has been making safe route to school improvements to the Needham area. This new committee will bring their findings to the next meeting.   1. **School Spirit T-Shirts**   New T-shirts are being designed to sell – with a fierce looking wildcat ☺ |
| **Committee Updates** | 1. **Fall Festival** – September 29th 5-7 pm  * Boars Head Hot Dogs are donated * All the other food as well as plates and other accessories are being generously donated by – Father’s Daughters Pizza. * Chile Cook Off is on * Flyer has been created & will go out in an Email Blast & School Newsletter & will be posted on Facebook * Need volunteers to grill, serve food, monitor cook off * VOLUNTEER SPOT email will go out seeking volunteers * Raffle – There are some amazing prizes going out! * Student Council – Kimi will see if Erin can get student council involved with helping with parts of the festival * Raffle – Erinn has gathered some pretty amazing items to be raffled off. There was discussion about selling raffle tickets for longer than just the fall festival to increase the imcome potential - ***was this decided?***  1. **Book Fair**   Nora has secured two dates Oct 23 – 26 – Then again at the next parent teacher conferences March 19 & 22. Volunteers will be needed to coordinate these.   1. **Parent’s Night Out** – Friday November 3rd   This topic will be discussed at the next meeting   1. **Communications**  * Facebook & Website – All PTO members are encouraged to like the Needham FB page and share it with all the Needham families they know. * The group agreed on a $30 budget for communications advertising on Facebook * School Newsletter – the communications team will start up the PTO corner again  1. **Be Local –**   Kimi will contact Kristin Smith – then she will contact Mark and Jody and will set a meeting to get the Be Local project. The books need to be distributed before NOEL night so people can use them to Holiday shop. The group would like this project to start the first week of November to give more time to sell them and then make sure they are distributed the week after Thanksgiving break. Ashley is joining the Be Local Committee. |
| **New Committees** | **Bike Rack** – Susan, Ashley, Tonya  **Be Local** – Ashley joined this effort |
| **Treasurer Update** | Forrest has been working to organize the books, receipts and papers that he received from the last PTO. He will use Quickbooks a well as a ledger to keep things organized moving forward. He requests that if people are looking to get reimbursed, they make a legible copy of their receipts and write a quick notation on it so it is easy to discern what the receipt is for.  He is planning on simplifying our three bank accounts and will consolidate at Wells Fargo and close the Bank of the San Juans account. He discussed the emergency fund and the total PTO balance. While as of right now it is difficult to know exactly how much in the account might belong to Trees are the Answer and the Garden Project, as he continues to organize he may be able to get close to a reasonable number. |
| **Open Comment and Sharing** | City Market Value Card sign up! We can start signing people up NOW to have a percentage of their spending at City Market to to the Needham PTO. This does not expire as originally thought.  If you are unable to make a meeting, please pass your report or other information on to others at the meeting to share and move forward with items in your absence |
| **Closing/Next Meeting** | **Next Meeting OCTOBER 11th – 5:30** |