

# Exeter Elementary PTO

## September 2017 General Meeting Minutes

**Date, Time, and Location:** Wednesday, September 13, 2017, at 3:15 p.m. in the Main Street School Library.

**Attendance:** Dawn Bullens, Allison Jelinek, Allison Battles, Kim Topitzer, Nicole Mazur, Jen Buinicky, Jan Smith, Beth Cadorette, Cyndy Smith, Amy Moore, Heidi Mellow, Sarah Dewitt, Nancy Riccio, Jen Welch, Shannon Taber, Suzy Finniss, Maureen Brown, Janice Packard, Christine Bailey, William Liriano, Steve Adler, and Drew Bairstow. There were 22 members in attendance.

**Meeting called to order by** President Dawn Bullens at 3:25 p.m.

Members of PTO Board introduced by Dawn Bullens

Treasurer's Report: given by Dawn Bullens, PTO President on behalf of Valerie Castonguay, PTO Treasurer.

- Distributed and reviewed the 2017-2018 PTO budget.
- Discussed 2017-2018 fundraisers.

Volunteer Presentation: given by Kim Topitzer, PTO Volunteer Co-Coordinator

- Volunteer opportunities emailed to volunteers listed in volunteer database and announced on FB, and PTO Website.
- New volunteers should contact Kim Topitzer to be added to the database.
- Task - identify room parents in volunteer database.
- Principals Steve Adler (MSS) and Drew Bairstow (LSS) stressed the importance of volunteers to respect student privacy. Steve mentioned that training opportunities for parent volunteers are upcoming.

**Meeting adjourned at** 4:19 p.m.

**Next meeting will be held October 11, 2017 at 3:15pm in the Main Street School library.**

**Minutes compiled by** Allison Jelinek, Interim PTO Secretary.