Neil Armstrong PTO Board Meeting Minutes

August 8, 2018

Attendance: Lea Costanzo (President), Amy Farrell (Co Vice President), Pam Perich (Co Vice President), Autumn Walsh (Treasurer), Alicia Lybarger (Secretary)

Minutes: There are no previous meeting minutes to read and accept.

New Items:

- Fall Spirit Wear Sale items to include as well as designs to offer discussed. Amy Farrell to contact distributer with options and decisions. Sale will run September 7th through September 21st with approximately 2 week turn around for delivery once orders are placed.
- Team Shirt design decided upon. Paperwork for team shirts will be distributed independently of additional PTO paperwork to limit misplacement.
- Color Run (scheduled for November 10th) check in time 8:30am with 9:30am race start time. Option to send home packet including race bib and shirt prior to day of race discussed. Alicia Lybarger is board member co-chair for this event and will contact the interested member co-chair asap. Field must be 'rented' through school. Bake sale will be held during race.
- Halloween Bingo times confirmed as follows: 6-6:30pm setup, 6:30-8:30pm bingo, 8:30-9pm clean up. Sign up genius is currently open for this event.
- School Store new item options discussed. Pam Perich to research options.
- Board member responsibilities at Open House (August 29th) to include a table with information on event volunteering as well as information for volunteers on how to utilize sign up genius.
- E-mail distribution list to be delivered to board by Mr. Patterson.

Upcoming:

- Back to School Bash Friday, August 17th at Mt. Lebanon Pool. Information has been distributed.
- Teacher Appreciation Breakfast Thursday, August 16th. Lea Costanzo to purchase breakfast items and Pam Perich to distribute during teacher in-service day.

Next meeting scheduled for <u>Monday, September 10th at 7pm—general meeting</u>.

PTO email bpnamspto@gmail.com

Minutes compiled by: Alicia Lybarger, secretary