

**Willsboro Parent Teacher Organization**

**PTO**

***Minutes for Wednesday, June 19th at 9:00am***

 ***at the Willsboro Central School Conference Room***

1. **Call the meeting to order at 9:05am**
2. **Attendance**
	* **Heather Sheehan**
	* **Catherine Kaleita**
	* **Trisha Sheehan**
	* **Hannah Neilly**
	* **Amber Hamilton**
	* **Emily Spring**
	* **Hilary Harwood (via zoom)**
3. **Voting on Officers**
	* **President –** Catherine Kaleita was nominated
	* **Vice President –** Hannah Neilly was nominated
	* **Treasurer –** Trisha Sheehan was nominated
		+ **Treasurer Elect** – Catherine Kaleita was nominated
	* **Secretary -** Heather Sheehan was nominated
4. **Next Steps**
	* EIN created by Catherine during the meeting
	* Reviewed sample Bylaws provided by Hannah
		+ Catherine will put them into a google doc so they can be edited
	* Hilary and Emily offered their help and support in creating a website & Facebook page
	* Trisha will reach out to Champlain National Bank to see what we need to establish a bank account.
	* Briefly discussed potential ideas for a first fundraiser and beginning of the year kick off in collaboration with a back to school event
	* Discussion around getting a Willsboro PTO PO Box, and funds for the yearly fee
	* Discussion around an initial letter to community members/businesses explaining the new PTO and consider donating…
	* Hannah will look into NYCLASS
5. **Next meeting:**
	* July 9th @ 4:30pm at Willsboro Central School
6. **Questions**
7. **Adjourned at 10:20am**