

**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**