

**Goodwin PTO Meeting Minutes**  
**17 February, 2016**  
**Goodwin Music Room 6:30–7:30**

**Present:** Jen Scanlon-Passmore, Richard Weyel, Shamim Patwa, Alexia Smith, Tracy Rittenhouse, Veronica Barcelona de Mendoza, Meghan Silliman, Kristen Ricci, Kristen Zadnik, Tiffanie Itsou, Jearl Clark, Barbara Mellone, Christine Jeffers

**Recorder:** Alexia Smith

1. Call to order: 6:30
2. Officer's Reports
  - a. President's Report (Jen Scanlon-Passmore)
    - i. Meghan Silliman: motion to approve January PTO meeting minutes. Seconded by Kristen Zadnik.
    - ii. Wizards: wrap up meeting on 31 January 2016. Each school made approximately \$2300, not including money from restaurants. Once funds are collected they will be dispersed through Southeast. Has typically been a community event so this was a wonderful (unexpected) fund-raiser. Will run event every other year, alternating with Bowling Blast. For future years will look into Gampel Pavilion. Could then include Middle School. Concerns: need to mark seats better, possibly remove reserved seating. Snacks/water sold well. Need to develop better system for organizing volunteers and providing free tickets to volunteers. Need to check in better with restaurants to make sure that funds will be collected.
    - iii. Trestle-tree: huge success. Raised \$850. Mr Dean will use this money to purchase skis from L.L. Bean and will fill out a grant to pay for the remaining budget. Existing skis are 25 years old and some are held together with duct tape.
    - iv. Sleds: sleds went missing last week. Goodwin paid \$150 to replace sleds and children are loving them. May need 10 more sleds that can be purchased on clearance.
  - b. Vice-president report (Veronica Barcelona de Mendoza)
    - i. Communication is going well.
    - ii. Swap shop: Planning for the swap shop is going well. Will include clothes and shoes for the first round and will not include toys. Will send out email asking for donations ahead of the Sock Hop.
  - c. Treasurer's Report (Tracy Rittenhouse)
    - i. Profit and loss statement presented (included below).
    - ii. Budget currently higher than we would like, so can now afford to fund a number of teacher requests. Would like to get budget down below \$20,000 in order to preserve non-profit status.

- iii. 501c: will move forward.
- iv. Motion to accept treasurer's report by Meghan Silliman seconded by Richard Weyel. All approved.

d. Secretary's Report:

- i. Minutes from last meeting submitted to Goodwin PTO website.
- ii. Goodwin contact book: the revised book has been completed and will be emailed out in a few days.
- iii. Lego club is very popular and is going well.

e. Principal's Report (Susan Muirhead):

- i. Sent regrets and not being able to attend.

3. PTO Business

- a. Talent Show (Shamim Patwa): function led by the Ambassador Club with the help of Ellen Tulman. Run as a fundraiser in collaboration with the PTO? Either bring a nominal amount for Goodwin Cares or bring canned goods. Possibly coincide with Book Fair. Need to consider how to minimize hurt feelings. Will not run as a content— simply a talent share. Shamim is looking for guidance. Will chat to people at Southeast to see how they organize the event. Will need to develop a vetting process. The children should not choose. Perhaps encourage children to work together to come up with a performance. Tentatively schedule for 12 April 2016 (week of book fair, use cafeteria half of gym with a small platform). Because of space constraints limit to 3<sup>rd</sup> and 4<sup>th</sup> graders for first year.
- b. Dorothy Goodwin Day of Gratitude: Shamim is looking for a half-day event to help show gratitude (planting, visit to nursing home). The idea of collecting trash to beautify the town is appealing. Shamim will contact Noaris to discuss the trash collection idea.
- c. Spring Book Fair: Week of 11 April. Art's Day on Monday, tentatively scheduled Talent Show for Tuesday, PTO meeting on Wednesday. Will need help. Julie will send out an announcement requesting help.
- d. Whale Bash: Christine Jeffers will help out this year but would like sub-committees. Seven areas exist: some require more commitment than others. 1. Tickets: responsible for bundling tickets in groups to ease sales, wrist bands for whole day use of bounce house. Full day volunteers receive a free lunch and wrist bands for children. 2. Raffles: communicate with teachers and bundle baskets, help sell tickets on the day and organize event (showing people where to put tickets). 3. Events: things that happen outside of games. Last year a canine officer came, but need to coordinate demonstrations and traffic. Need a person to help coordinate events. Other events could include SWAT Team, Life STAR landing, acapella group, magic show. Sometimes events are free and sometimes are ticket only. 4. Advertising: both inside and outside of the school. Last year Ann Caranci made fliers and with help made sandwich boards. Need to be posted in strategic

locations. 5. Volunteer coordinator: important job. Need to help check volunteers in and make sure that volunteers end up where they need to be and remain there for the allotted time (day of the event position). Need between 30–40 people per hour for the day. 50 people per hour is ideal. 10–12 core people stay for the whole day and others circulate in and out. High school and middle school (7–8 grades) volunteer coordinators can also help. In the past have used Sign-up Genius but was not always effective because it is complicated to set up number of people needed for each event. Google Forms may be a useful alternative. Veronica is willing to help send out a request. 6. Games: Christine has been running games for approximately 6 years. Used to be in the hallways with trinket prizes. Each year it gets bigger and is now much better. Next year will be Christine's last year so need a committee to help design games each year. Would like each area to have a theme. In previous years students got a stamp on a card to enter a prize draw (cost \$10 to visit each station). This year would like to give each student a lanyard and buttons would be given out at each station. This would encourage children to move around the stations in order to complete the lanyard (without being cost prohibitive). 7. Food: Big part of the event. Meghan Silliman will continue to help. Last year the Bounce House company provided the equipment for food, which worked well. Taylor rental is also great, but equipment needs to be picked up. It would be useful to schedule a meeting for all of the sub-committee chairs and post the date. Potential volunteers can contact Christine directly with questions.

- e. Swap Shop: will be held during the Sock Hop.
- f. Tri-School Mansfield Drive-in Event: suggested for Wednesday 20 April 2016. Vinton's PTO has reached out to the Drive-in to host a movie for the 3 schools. Discounts would be provided for car loads and concessions. Might be nice for people who are not travelling.
- g. New Goodwin event: Mansfield trash collection. Noaris Burgos suggested doing something for the community. Shamim Patwa will contact Noaris to pursue as an activity for the Ambassador's Club.
- h. Town Meetings: Kristen Ricci would like to tape the meetings. Looking for a volunteer from the High School who may be looking for a project. Windham Tech has a videography major and someone may be interested.
- i. Sock Hop: need to get moving organizing volunteers. Martin will DJ the event. Jen will purchase glow sticks.

- 4. Motion to adjourn: Kristen Zadnick, Richard Weyel, seconded. Meeting adjourned: 7:40.

Treasurer's Report

**Goodwin PTO Treasurer's  
Report Profit & Loss Statement  
Jan 20, 2016 – Feb 17, 2016**

<b>Starting Amount</b>		<b>\$22,804.40</b>
<b>Income</b>		
Wizards Basketball	\$1798.00	
Tressle Tree	\$850.00	
t-shirts & water sales	\$84.00	
<b>Total Income</b>	<b>\$2,732.00</b>	
<b>Expenses</b>		
Pizza	\$29.78	
Sitter	\$50.00	
4 <sup>th</sup> Grade Promotion Spring 2015	\$60.00	
Teacher Lunch	\$45.92	
Teacher Grant – 2 <sup>nd</sup> grade	\$721.96	
LifeTouch – yearbook	\$271.94	
Cashbox	\$40.00	
<b>Total Expenses</b>	<b>\$1,219.60</b>	
Profit/Loss		+\$1,512.40
Box Top Balance		\$3435.24
<b>Balance</b>		<b>\$24,316.80</b>

\*\*\* Wizards Basketball Summary

Total Tri-School Profits \$7194.70

Total per School \$2390

Goodwin specific costs was \$100.50

Goodwin Profit \$2297.50

And then we spent \$156 tickets from Family Fund Budget Line