

**Order of Business**  
**Weaverville Schools PTO Executive Board Meeting Minutes**  
**Location: Weaverville Elementary School**  
**Tuesday, October 11, 2018**

Meeting called to order by Jennifer Banks at 9:20 AM

Roll Call of Officers:

President: Jennifer Banks

Treasurer: Lisa Crowder

Secretary/Fundraising Coordinator: Tiffany Franklin

Volunteer Coordinators: (WES) Erin Kimmel

Number in attendance: 4

1. Welcome given by Jennifer Banks
2. Primary School Budget Change
  - a. \$1822 forwarded from unspent money during 2016-17 school year
  - b. Mr. Chandler's proposed changes to budget: See Attached
  - c. Proposed approval of Revised budget: Tiffany Franklin
  - d. Seconded: Erin Kimmel
  - e. Revised budget Approved
3. Mini-Grant schedule
  - a. Make Applications available to all staff by: ASAP
  - b. Deadline to Apply for Mini-Grant: November 6<sup>th</sup> by Noon
  - c. Big Decision Making Meeting: Week of November 12<sup>th</sup>.
  - d. Announce Winners: Immediately after meeting.
  - e. Deadline for Reimbursements Request Forms turned in to Lisa Crowder: December 7<sup>th</sup> by Noon.
  - f. Reimbursements to teachers by: December 12<sup>th</sup>
  - g. Cap amount at \$400--\$3,200 available!
  - h. Posters posted at each school
4. Elections for New Positions:
  - a. Form slate in March, 2019
  - b. April, 2019
  - c. Notebook with job descriptions and helpful hints for all positions
5. By-Laws
  - a. We need to update the by-laws to reflect our current operating procedures.
  - b. Goal for February

Meeting adjourned by Jennifer Banks at 10:12 AM.

Commented [O1]: