

Colfax PTO Meeting  
7:00 pm, Cafeteria

17 November 2009

Attendance:

Lisa Chotiner, Randi Sarkin, Diane Condi, Tom Juring, Leigh Winston, Katherine Cosentino, Nora Simpson, Ida Simpson, Cheryl Seeley, Sukanya Srinivasan, .

Meeting opened at 7:00pm

1. Welcome by Tom Juring
2. Treasurer's report (see attached Budget) Katherine Cosentino
  - o Budget line item review.
  - o Concern about income/expense ratio
    - To date, we have taken in approx \$1200 and spent approx \$3000.
    - Although we anticipate considerable income from upcoming fundraisers, Katherine recommends that we put a hold on our largest budget item, Field Trip & Enhancement Grants. To do so, we would ask teachers not to plan any new field trips until January, when our financial situation is clearer.
    - Randi will communicate this with teaches.
3. Treasurer replacement
  - o Due to changing circumstances at work, Katherine will be resigning as Treasurer; Tom is requesting nominations for her replacement.
4. Financial Audit for 2007-2008 year.
  - Paul recently became aware of an outstanding request for a formal audit of PTO finances for the 2007-8 fiscal year, due to the large amount of donations received by the PTO in that year. This was originally requested last December, and an initial internal audit was started, but it was not completed. Paul was unaware of this issue until the past week, and he is putting it at top priority in order to avoid fines.
  - If anyone can recommend a CPA who is able to do such an audit, please let Tom know ASAP.
  - Tangentially, Tom will be reviewing the original incorporation documents to make sure that our status as a PTO is recognized. This may reduce the amount of paperwork required by the nonprofit folks in Harrisburg.
5. Fundraising
  - o Readathon: Kickoff this Friday with a Pajama Day; last day Dec 11.
  - o Magnetic Bookmark sales: These attractive and useful items feature the Colfax insignia and address on one side, and a vintage photograph of the school on the reverse. They will be rolled out in conjunction with Readathon, but may be used for the remainder of the year, and perhaps into next year as part of the Centennial celebration.
  - o Enjoy! Books: a few are still available for \$27. See Lisa.

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- o Family Movie night/popcorn sales: Popcorn will be sold in conjunction with Family Movie Night in December.
6. Events
    - o Family Movie Night – to be scheduled in December; Diane will put in permit request.
    - o Staff Holiday Breakfast—Jan 16<sup>th</sup>, 7am until done. Donations to Cheryl Seeley.
    - o Skating – in March (?)
  7. Proposal: Blue Bunny ice cream sales.

Meeting adjourned at 4:00pm with brownies and apple juice refreshments.

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