**Richland Elementary PTO - Meeting Agenda**

Thursday, Oct 22nd- 4:00 PM, Zoom

Attendees: Erin Sullivan, Sherri Duncanson, Tiffany Wedge

Called to order 4:10 pm

President’s Report - Erin Sullivan

1. Board Elections -Nominations received - Erin Sullivan for President, Sherri Ducanson for Treasury, Tiffany Wedge for Secretary.. Voting took place and passed for each of the new board members.
2. Teacher appreciation - $20 Amazon gift card will be distributed to each teacher/staff, with a craft card and some M&M’s. Erin will drop off next week to have them distributed to the staff. Will put items on facebook a blurb of what they received.
3. School office - Jen Pickens left the office, Mrs. Ruge and Jeannine are there in the office.
4. Yearbook/Check - Yearbook refund check from last year at the school office, Sherri picking up to deposit. Erin called Lifetouch to see the rules of the yearbook must have a minimum of 16 pages. Discussed ideas of how to fill the pages. Idea of setting up a shutterfly shared site for teachers to dump their pictures in when they take them was decided and Erin will begin setting that up and notifying the teachers.
5. Parent communication - The school newsletter was done by Jen, so sending Jeannine the PTO information to put in there. Not sure when the next newsletter will be going out again.

Vice President’s Report - No report

Treasurer’s Report - Sherri Duncanson

1. Budget update - Received three teachers reimbursement requests and sent payment out. Paid for the website for the whole year. Paid out the check to the school board for the book fair for $4000 for previous book fair revenue now that Mrs. Ruge is taking this on.

Secretary’s Report - Tiffany Wedge

1. Updated the website to remove some old items on there, posted last month’s minutes as well as added the new board members.

Principal’s Report

1. No report

Items for Approval

1. Approval of previous meeting minutes - September 2020. Erin approved and Sherri seconded.
2. Next meeting Nov 19th at 4pm. Tiffany will set up the meeting 15 mins prior. And send out the link via Facebook and email the board.

**2020/20241Richland Elementary PTO Board**

Erin Sullivan, President - erintsullivan@gmail.com

Vice President - vacant

Sherri Duncanson, Treasurer - sherriduncanson@hotmail.com

Tiffany Wedge, Secretary - wedgetiffany@gmail.com