

Bow Parent Teacher Organization
Meeting Minutes
September 3, 2008

1. **WELCOME:** President's Welcome – Sharon Eng. Sharon Welcomed a great turn out of parents and BES, BMS, and BHS staff.
2. **MINUTES:** Minutes from June 2008 were presented by Sharon Eng and Jennifer Strong-Rain. Outside of a small typo, the minutes looked good. . A motion to accept the minutes was made by Ginger Fraser and Jackie Coe seconded the motion.

TREASURER REPORT: Treasurer's report was presented by Dee Treybig. Dee was having some difficulties getting the proper software loaded onto her computer that would aid her in doing the treasurer duties. Because of this, not all of the accounts were up to date. Dee reports that overall there is \$43,162.54 in the PTO account. \$10,547.59 of that is in a savings account. In addition about \$30,000 is in a money market account. This leaves about \$15,000 to start the 2008-09 school year. This is about \$2,000 less then last year at this time, but there are still some bills and enrichment funds that Dee is waiting on, that could change this figure. Dee also reported that she is in the process of changing over the names to the 2008-09 officers on the accounts. A motion was made by Ann Bouchard to accept the treasurer report and was seconded by Daphane Lessard.*****Just for information purposes, please note that some of the "available" funds are actually reserved for other projects** – such as an undefined recreation project for BMS, so it may appear that there are more funds available than there actually are.

3. **MAGAZINE DRIVE:** This is the biggest fundraiser for the PTO. Typically it brings in about \$28,000-\$ 31,000 a year. For each subscription sold, we keep 40% of the sale. Ginger Fraser and Tracie Flynn are stepping down as the BES magazine drive chairs. Carol Ann Neff, Kristin Cohen, and Robin Martin have offered to take this over. Nancy Zehensky and Ginger Fraser will be coordinating the BMS Magazine drive. Because the High School is already involved in many fundraisers, they do not officially participate in the magazine drive. However, a notice about the drive will be posted in the Falcon Flyer. Tracie gave a brief overview of how the fundraiser is run in both the BES and the BMS. Because of a change in our magazine representative there is a slight change in the start date of the sales. BMS will start on September 15th, while BES will start on September 26th. Volunteers will be needed to help with the drive. Please contact Carol Ann, Kristin, Robin, Ginger, or Nancy if you are able to help.
4. **MEMBERSHIP DRIVE:** Ann Bouchard reported that a Membership drive notice goes out at the beginning of the school year asking families and staff at all school to give \$5.00 to the PTO. She then sends out a reminder about a month

later for those who may have forgotten. The drive typically brings in about \$2,200. Ann is stepping down from heading as she is now coordinating the Box Tops for Education drive. Robin Martin has offered to take this over from Ann.

5. **HANNAFORD HELPS SCHOOLS:** The Hannaford drive is a simple way for the PTO to make money. Save your receipts that are marked for the Drive and send either put them in a special box at the Concord location, or send them to your child's school. This drive only runs through December. While it is a short fundraiser, there is still a lot to coordinate. Heidi Proulx as offered to act as the contact person for the PTO and to send out notices to let others know. This year the BES and the BMS came in first (\$850.00) and second (\$800.00) in the Hannaford Drive. Because of this, the PTO got a \$1,000 bonus. Hannaford's came to the last PTO meeting and presented the check as well as a cake, water bottles, and lunchboxes. The PTO gave the \$1,000 bonus to the Bow Destination Imagination team to help off set the cost of going to the Global competition in TN. A discussion arose around Destination Imagination and if the PTO should earmark funds for the teams that do make it to Global. It was decided to further discuss at future meetings.
It was asked if Target has a similar program. While it does, you must use your Target Red Visa card and the money does not go to the PTO, but to the schools directly. Deb Gibbens noted that the funds typically go to scholarships. It was also asked if we still collect Campbell soup labels and we no longer do, as it was not worth it.
6. **BOX TOPS FOR EDUCATION:** The Box Tops for Education is another easy fundraiser for the PTO. There is a logo on many everyday items, that if you cut out and send to school with your child we will earn money for. We get 10 cents per top and can earn up to \$20,000. Typically we earn about \$3,000 a year. We need a way to get the word out and get more tops in. The idea of having prizes for the classrooms that bring the most tops in was brought up. Ann and Deb Gibbens will review incentives and present the new program ideas at a future meeting. Ann Bouchard will be putting containers in the Bow Town library and the Recreation Department as a way to encourage other town members to participate. Target is running a deal into October where they will give us 30 cents for every top. Please see Ann for the proper paperwork for your Target tops.
7. **SKI & SKATE SALE:** This year's Ski and Skate sale will be on Saturday, October 25 from 9am to 12pm. While it is a one day event, there is lots of set up work to be done on Friday. If you help on Friday, you get to shop Friday night before it is open to the public. The PTO works with the Recreation Department on this fundraiser. The Ski and Skate sale typically brings in a couple of thousand dollars. A concern over having enough publicity for the event was brought up. More of an effort to hang posters and get the word out will be made by all. We are looking for someone to help with organizing this event this year and fully take

it over next year as Lois Davis is stepping down as the organizer. If you are interested, please contact Lois or any PTO officer.

8. **CRAFT FAIR:** Michelle Jukoski and Maggie Hamilton are chairing this year's craft fair. The Craft fair is scheduled for Saturday November 22nd. Up until the beginning of September we had a great turn out of crafters/vendors. But the week of September 1st there were 4 crafters that canceled. Michelle and Maggie will go to the wait list to fill those slots. The Senior Class from the High school will have a table this year, as well as the Junior Garden Club. The day and night before the fair, volunteers will be needed to help with set up. The day of the fair volunteers will be needed to help with parking, the raffle and the door. While in the past both BMS and High School students have helped out, there will be a need for more volunteers. Please keep an eye out for an e-mail from Deb Alfano about volunteering for this event.
9. **SCHOOL SUPPLIES:** Over \$7,000 was collected this year, but over \$400.00 of additional funds will be needed to cover the cost of supplies for those families in need. Because of a change in the demographics, there has been a higher need for the free supplies. The PTO has already added to the cost of the supplies for the families that do pay to help with this, but are worried about adding to much as then people may not participate in the program. An idea was brought up to add a separate section on the form for families to "donate" or contribute extra money for the children in need. This idea was well received. It was also noted that the local Curves donated some supplies this year, and while they were nice, they were not items off of the teacher's list. Maybe we could go to Curves in early May with the teacher's list so that the items collected would be more useful. No decision on how to proceed was decided on, but it was agreed that some changes should be made to this program to make it viable.
10. **SENIOR CLASS BREAKFAST:** Jackie Coe organized this year's breakfast with the help of many parents of seniors. The breakfast was a well-received by both students and faculty and is a great way to start off the year!
11. **BOOK FAIR:** We need chairs for the 2 annual book fairs – one at the November Craft fair and the one in the Spring. In a side note, the calculators/adding machines that were used at the Book Fair in the spring are missing. If anyone knows where they are, please contact Ginger Fraser.
12. **VOLUNTEERS:** Deb Alfano is the volunteer coordinator at BES. She is looking for someone to shadow her this year, as she is stepping down from this post after this year. If you are interested, please contact Deb. Rosemary Ford will be coordinating the volunteers at BMS.
13. **FUNDRAISING:** The PTO is looking into freshening up their fundraising efforts. Many great ideas for fundraising were brought up at the meeting. They

include a night at a restaurant (Friendly's or Uno's) where we would get some of the night's profits. The idea of selling discounted BJ's memberships was also brought up. Jackie Coe and Daphne Lassard will chair this fundraiser and look into it further. A new fundraiser of selling Little Caesar Pizza was presented by Dee Treybig and Lisa Filteau. We would get \$5.00 per pizza/food idea sold. Some questions arose over picking up the pizzas and delivering them and figuring out the logistics of it. Dee was going to look into this further and report back to us. Another idea of selling personal pies at Christmas time was brought up. Deb Gibbens brought up a fundraiser that Sutton has used in the past and was quite successful – Mom's Night Out. A night of manicures, pedicures and shopping all housed in one building. This fundraiser would be scheduled around Mother's Day. Look for more information to follow on the Mom's Night Out fundraiser. We also discussed old fundraisers that may have run its course. The shopping night at the Steeplegate Mall has seen a decline in recent years. The Mall of NH runs a similar fundraiser and seems to get better numbers. The only problem with ending this completely is that it is a 100% profit fundraiser. The last fundraiser discussed was the Note Card fundraiser. Again, this is a fundraiser that has seen decline in the past couple of years. A suggestion of moving it from early Spring to Fall was brought up so that families could use the cards as gifts, or as their Holiday cards. Many thought this was a good idea. According to the PTO's By-Laws all fundraisers associated with outside organizations like QSP must yield a 40% return to the PTO. The PTO also has to co-ordinate its fundraising activities with the rest of the school district after receiving approval for the activity. If you have a fundraising idea, please let the Officers know about the idea before the meeting so that they have some time to look into it prior to the regular meetings.

14. OLD BUSINESS: There was no old business to discuss.

15. NEW BUSINESS: Dee Treybig reported that many of the schools now have Recycling clubs. Because of the student's interest in recycling, she asked the PTO for funds to help to offset the cost of the Junk Man coming to the High School for two performances on September 19th. While the principals of both the BES and the High School originally used some of Principal Funds to help with the cost of the performances, they would now like to see if they can get some of the funds back to help offset the cost of future workshops for parents. Because we will only have about \$10,000 to start the year, will we have the funds to give? The PTO cannot commit funding to non-budgeted items prior to the November meeting or after the fundraising results from the Magazine Sale are known. Approval of funding requests greater than \$500 are presented in one meeting and are tabled for review in the next month's meeting.

16. OTHER: Both Deb Gibbens and Donna Girard wanted to thank all that came out to support the PTO. They also wanted to take the time to say thank you to the PTO members for all of their hard work and efforts.

17. ADJOURN: Ann Bouchard moved to end the meeting and Jeanette Murray seconded it. The next meeting is Wednesday October 1st, 7:00 in the BES Library. Find agendas, minutes, and other PTO info at www.bownet.org. Contact Sharon Eng (225-3657) bowpto@yahoo.com with any questions or concerns.