

**GWO PTO**  
**Planning Meeting Minutes**  
**Thursday, July 21, 2005**

**In attendance:** Andrea Crowther, Christine Judson, Sharon Afanasiw were in attendance at the meeting which was held at the Andrea Crowther's home on Thursday, July 21<sup>st</sup> 2005 at 10:30 AM. MaryAnn MacDonald dropped by with Treasury documents.

**Introductions:** This was our first meeting and introductions were made. Andrea Crowther, President, Christine Judson, Public Relations and Sharon Afanasiw, Secretary. We currently do not have a Vice President or Treasurer. Mary Ann MacDonald has kindly offered to maintain this function until a replacement can be found.

**PTO – 2005-06.** The group discussed what they would like to see our group accomplish and Andrea went over items that Mr. Oakman would like the PTO to accomplish.

**Money** – Andrea handed out a proposed PTO budget for the upcoming school year.

**Teacher's Luncheon** – the welcome-back luncheon is scheduled for Tuesday, September 6<sup>th</sup>. Andrea reviewed the volunteer list so far.

**PTO Table** – A table will be set up and maintained by the PTO during the school store prior to the beginning of school – August 31<sup>st</sup> through September 2<sup>nd</sup>.

**Welcome Back Folder** – Andrea pulled together several items to be sent home with all students informing them of all the PTO events. We reviewed these items and the costs. Included in this folder are:

- Welcome Letter – by Andrea
- Membership Form
- Newsletter (which Christine will produce and maintain)
- Parent Survey
- Family Directory Form
- Form for GWS Spirit Wsear
- PTO Annual Calendar
- Volunteer Outline
- Box Top Envelope & Info (Melanie Metcalf)
- Meeting Reminder Stickers (Sharon Afanasiw to provide)
- Fundraising Outline
- Return Envelopes

The total cost of distributing these folders shall be in the \$150 range. August 29<sup>th</sup> is the deadline to have all of these forms finalized and pulled together. Andrea has volunteers to help put these together. Andrea will the welcome letter and fundraiser description documents to Sharon for proofreading.

**Faculty Room** – Andrea discussed putting together parent volunteers for each month to decorate and provide baked goods with a seasonal theme for the faculty room.

The meeting was adjourned at 11:45. Andrea will be in touch regarding the next meeting which will be some time before the last week of August.

Meeting minutes prepared and respectfully submitted by Sharon Afanasiw.