

WATERFORD ELEMENTARY SCHOOL

PTO MEETING MINUTES 9/29/22

Participants

OFFICERS PRESENT:

Vice President- Jaime Jenkins

Treasurer – Tina Sehgal

Secretary – Monica Horton

OTHERS IN ATTENDANCE – Tara Briggs, Kate Mahood, Lisa McLaughlin, Amanda Sprague, Sarah Greer, Tabitha Slattery, Cameron Pope, Rochelle McMahan, Whitney Otto, Katie Perlet, Liz Hohm, and Jen Ramsburg

Meeting called to order at 9:37am.

The agenda for the meeting was as follows:

1. Welcome and Introductions

2. Waterford Fair

1. Update on donation list.
 - Discussed and passed around list to provide updates on each outstanding item
2. We need to get people moving on Sign up. We are in desperate need of stand chairs as well as stand volunteers. Please reach out to everyone you know about signing up ASAP.
3. We are in desperate need for help to decorate/set up on Thursday.
4. Food inspector will be at stand at 8:30 on Friday and will head to cafeteria shortly after.
5. Andrew Diff is available to pick up haystacks on Tuesday, need to check if ok with Foundation to drop off then? If not, we need another volunteer to pick up haystacks.
 - Liz and Jen will pick up the haystacks on Thursday, instead of Andrew Diff
6. Does anyone have tablets that we can borrow for the weekend? We need 2 that we can use for sales.

- Tina may borrow them from her kids
7. We need to finalize signage- print large paper at Staples? Chalkboard with chalkboard pens? Any other ideas?
 - Decided on chalkboard with chalkboard pens
 - Ask Carly if she has a chalkboard and chalkboard pens we could borrow (Kate)
 - Write the menu on the chalkboard (Tara)
 - Print and laminate copies of the menu for people to look at while waiting in line
 - Create a QR Code (Monica) – need to ask Mariah for the menu, bring a clear plastic stand to place on table with QR Code
 8. Additional information/action items?
 - Make sure to include information about wearing baseball hats, etc. in the email out to volunteers (Monica)
 - There will be a list for all volunteers to sign upon arrival at both the kitchen and the stand
 - Request to post the Cinnamon Bun Order Form on Friends of Waterford FB page, all payments will need to be submitted to WES Main Office (Monica)
 - Post the WES Fair Booth volunteer Sign Up Genius to Friends of Waterford FB page (Monica)

3. **New or Old Business**

1. Assemblies (Tara):
 - Looking into the following options:
 - Billy B
 - Planetarium
 - Author
 - Skate 4 Life
2. Masquerade in the Village (Liz):
 - This year the MITV Committee will be holding back more candy (from those donated by WES families) to give to classes' for their decorated houses.
 - Class houses will get their candy from the MITV Committee which will deliver the candy to the class houses.
 - Waterford village residents will need to obtain their candy from Linda.
 - Class house assignments will be sent out today, September 29th

4. **Next Meeting:** November 3 at 9:30 am at the Old School

Meeting was called to an end at 10:17am.