

## Committee Chair Meeting 9/3/19

- Meeting called to order by Co- President Jen Pechar at 6:05pm
- Introductions of the Board:
  - Co-Presidents: Jen Pechar, Aimee Seitz
  - Co- Vice Presidents: Trish Collamer, Mindy Siegel
  - Secretary: Angela Paradise
  - Co-Treasurers: Talin Drabik, Treci Bonime
  
- Introductions of all committee chairs present
- Discussed board buddies and how to communicate with your board buddy and getting things approved for your committee
- Handed out board buddy list, committee chair handbook
- Passed around committee chair list to confirm spelling, email, phone number confirmation
- Talked about how events may change based on construction
- Electronic submission deadlines for committee chairs on when to get info to secretary
- Clearances: make sure committee chairs submit volunteer list **2 weeks prior to the event**
  
- Ideas:
  - Open house night: PTO table?- make a sign- trifold (chromebook-signup for email blast)
  - PTO punch card- drawing at the end of the year???
- Budget:
  - Cashbox request forms explained
  - Keep track of everything: receipts (get reimbursed)
  - Large expenses paid up front
  - Revenue summary form- Treasurers present at any event where money is being held
  - Corporate contributions- Giant Eagle raffle basket?? at open house if people sign up their giant eagle card
  
- Chick-fil-a (save receipts and get money back for school)-- someone will look into this
- Went around the room and talked about the different committees we all are involved in and what they all entail
- Crafty shack ideas, painting with a twist
- After school activities possibility for Cafeteria use after a certain time???