**JMWT Board Meeting 2019-2020 KM COPY**

**Date & Time: Feb. 5, 2020 6:00pm Location: PFO Room, JMWT**

**Welcome & PFO Introduction**

* Welcome faculty, family, Alumni and PFO members!
* Meeting schedule 2nd Wed. of the month @ 6pm up until April when we meet 2/month for Car Show prep.
* The next meeting is March 11th.
* In April (April 8th) we will meet again at 2:30pm.

**Treasury Report**

* Bank balance: $
* Results: Luigi’s night (Open House) $200

**PFO Updates & Plans for the school year**

**Upcoming Fundraisers & Events:**

* **Krispy Kreme: Delivery Date Tuesday March 24th.**
* **Car Show: May 17th, Rain Date May 31st:**  Postcards and Flyers are available for distribution.

**Open items—Suggestions—Ideas?**

* Senior gifts. Traditionally it’s been $30 Yeti mugs. What about a Sherpa blanket? Carry On suitcase? Cooler?

**Car Show**

* High Level Overview & invitation to accept tasks for sponsorship, fundraising, day-of responsibilities.
* School groups—Invitation to have tables to fundraise.
* Food Trucks—PFO sells water, soda, ice cream, breakfast items (bagels, BEC or SEC sandwiches).
* Swap Meet & car parking spots for tag sale/flea market, etc.

**Open items—Suggestions—Ideas?**

* Waterless Dunk Tank Dr. Bartoli & Mr. Levinson are on board & ready to be dunked!
* Face Painter, Touch-A-Truck
* Sign up Genius for donations (Soda, water, gift cards)
* Specific themed gift baskets : New Baby Basket, Movie Basket…

**JMWT Board Meeting 2019-2020**

**Date & Time: Jan. 8, 2020 2:30pm Location: PFO Room, JMWT**

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* School groups
* Food Trucks
* Swap Meet & car parking spots for tag sale/flea market, etc.

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* Sign up Genius for donations
* Specific themed gift baskets

**PFO Web Presence**

[www.JMWrightTechPFO.org](http://www.JMWrightTechPFO.org) Main home page

[Info@JMWrightTechPFO.org](mailto:Info@JMWrightTechPFO.org) Main Email Address

JM Wright Tech Facebook pages: ‘JM Wright Tech PFO’ and ‘JM Wright Tech Car & Motorcycle Show’

jmwrighttechpfo Instagram Only has 8 followers—Need to push this to students & parents!

**PFO Contact Information**

Co-Presidents: Karin McCarthy 914-646-1002 [codfishkar@optonline.net](mailto:codfishkar@optonline.net)

Joanne Aldrich 203-561-4729 [jmaldrich29@gmail.com](mailto:jmaldrich29@gmail.com)

Co-Treasurers: Suzanne Santrock 203-644-7764 [Sabia467@aol.com](mailto:Sabia467@aol.com)

**Open Position**

Co-Secretaries: Deb Basile 203-667-0300 [basile27@att.net](mailto:basile27@att.net)

Mags Carrabine 203-253-1311 [Carrabine@optonline.net](mailto:Carrabine@optonline.net)

Communications: Nitzel Wright 203-613-3510 [nitsela@optonline.net](mailto:nitsela@optonline.net)

Webmaster: Tina Rubin 510-967-5432 [tinarubin1@gmail.com](mailto:tinarubin1@gmail.com)

Social Media: Dayna Bove-Lupi 914-774-2971 [beach\_day@aol.com](mailto:beach_day@aol.com)

Membership Coordinator & Outreach to Alumni: **Open Position**

**Sponsorship Management:** Manage solicitation of sponsors, entering info into spreadsheet, placement at show, ensuring they are adequately marketed during the show, thank you follow up after show. Work with Vendor Manager on the Venue Layout-keep in mind return sponsors want the same location/placement.

**Vendor Management:** Manage solicitation of vendors, entering info into spreadsheet, placement at show, ensuring they are adequately marketed during the show, thank you follow up after show. Work with Sponsor Manager on the Venue Layout-keep in mind return vendors want the same location/placement.

**Marketing Management:** Manage outreach to Social Media, Web, Shows, Meets, Radio, TV, community boards, Car & Motorcycle Clubs, etc. to get our show marketed and listed on their calendars, announced, flyers distributed, etc.

**Misc. Items:** Secure the Emcee/DJ/Music, Signage, T-Shirts, Griddle, Cooler, Ice, et.al.

**Food Manager:** Manage donations of soda, water, Bagels, Breakfast, coffee, and other food-related items, work with Raffle Manager to coordinate 1 Sign Up Genius drawing donations.

**Volunteer Management:** Manage the procurement of volunteers, get volunteer forms completed ahead of show date, meet with volunteer students a few days prior to show to allocate duties & stations, do a walk-through, sign in & out on day of, and signing off on volunteer hours form.

**Raffle Drawing Manager:** Manage the solicitation of drawing basket materials, enter info into spreadsheet, manage creation of the baskets, donations, goodie bags for registrants, work with Food Manager to coordinate 1 Sign Up Genius for donations.

**Parking Manager:** Manage pre-show layout, direct vehicles coming in and out, keep clubs together.