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

**Date & Time: March 11, 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 March when we meet 2/month for Car Show prep.
* The next meeting date will be set tonight.
* In April (April 8th) we will meet again at 2:30pm.

**Treasury Report**

* Bank balance: $

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

**Upcoming Fundraisers & Events:**

* **Krispy Kreme: Order forms due March 12th, Delivery Date Tuesday March 24th.**
* **Chipotle Night: April 7th 5-9pm**
* **Car Show: May 17th, Rain Date May 31st:**  Postcards and Flyers are available for distribution.

**PFO & School happenings**

* Senior gifts. Traditionally it’s been $30 Yeti mugs. Working on Roadside Emergency Car Kits & Key Chains and possibly T-Shirts pending total all in price.
* Graduate with Distinction awards. Traditionally award certificates are given at senior award night. Spoke to Mrs. Krebs about graduation cords-It’s possible that the PFO will sponsor the purchase of the cords. In-line with our mission to support this kind of distinction. Any objections?
* Set next meeting date
* Peach Jar

**Car Show**

* School groups—Invitation to have tables to fundraise.
* Food Trucks—PFO sells water, soda, breakfast items (bagels, SEC sandwiches, Chili-Spoke to Chili Joe about pots of chili. Wedge Inn will donate chili for egg sandwiches). Ice Cream-Gofer or Longfords (Mr. K)
* Swap Meet & car parking spots for tag sale/flea market, Farmers market vendors, etc.
* Review statuses on sponsorship, vendors, raffle drawing items, Touch-A-Truck & day-of responsibilities.
* Specific themed gift baskets : New Baby Basket, Pet basket, Movie Basket…Sign up Genius items

**Open items—Suggestions—Ideas?**

* Waterless Dunk Tank. I’m letting this one go. Maybe next year--
* Sign up Genius for donations (Soda, water, gift cards). Put detailed list together.
* Open PFO Positions—start thinking

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* Review statuses on sponsorship, vendors, raffle drawing items
* Specific themed gift baskets

**Open items—Suggestions—Ideas?**

* Waterless Dunk Tank
* Sign up Genius List of donations & basket items
* Open PFO Positions—start thinking

**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.