

**GENERAL MEMBER MEETING MINUTES**  
**Monday December 14, 2020 6:30PM Via Zoom**

**Call to Order**

- The virtual meeting was called to order by Emily LeFlem at 6:31pm.
- Attendees: Colleen Gagnon, Emily LeFlem, Lindsay Nye, Coda Campbell and Lindsey Tompkins

**Review of Prior Meeting Minutes**

- The attendees reviewed the meeting minutes from the November 9, 2020 Member Meeting.
- Motion: Emily LeFlem made a motion to approve the November 9, 2020 minutes. Lindsay Nye seconded the motion. There being no discussion, the motion carried unanimously.

**Report of the Officers**

**Treasurer's Report**

Ms. LeFlem provided the Treasurer's Report from November 2020:

	<b>Citizens Bank Checking</b>
<b>Balance as of 11/1/20</b>	<b>\$12,309.59</b>
<b>Deposits</b>	<b>\$562.81</b>
<b>Disbursements</b>	<b>\$13.37</b>
<b>Balance as of 10/31/20</b>	<b>\$12,859.03</b>

Mrs. LeFlem updated the committee that the \$562.81 deposits consisted of a \$25 donation, \$20 membership fee, \$17.81 from Amazon Smile and a \$500 anonymous donation. The \$13.37 disbursements were for paypal fees. It was also noted that Mrs. LeFlem has another anonymous donation to be deposited consisting of \$250. She will send thank you notes to the anonymous donors.

**Unfinished Business**

- 2020 Charleston Wrap Fundraiser update. The fundraiser has concluded with a total retail retail sales of \$8783.50. There were 553 items sold. \$3,333.10 was the profit to the PTA. Mrs. LeFlem discussed that the shipping has been slow and she has contacted the company. The student prizes will be shipped to Emily LeFlem and she will bring them to the school to be handed out. The way the fundraiser is supposed to close is

with a Robot Derby. It was discussed that this could be done outside on the basketball court and live streamed into the classrooms. The winner of the Robot Derby would win a Pizza Party for their class. Mrs. Reynard's class was the highest seller with 87 items sold.

- Teacher Appreciation- the committee allocated \$1,000 for a Fall teacher appreciation. Pat's Peak donated 112 cookies for all staff. Other expenses were \$370. The rest of the money can be used for other Teacher Appreciation events.
- Tree Lighting- There was very good feedback from the community. We ran out of gift bags in under 20 minutes. There were 60 bags made. Next year the committee plans to make 100 gift bags. The budget for the event was \$600 and the total expenses were \$450. The committee agreed to reimburse Coda for her supplies. It was discussed that the lights on the tree will stay lit until January 2.
- Storage Unit- Emily LeFlem went to the storage unit and noted that there was evidence of rodents. She felt the storage unit should be looked through and cleaned out. It was discussed that there is not much storage space at the school but Mr. Colby will be asked about storage. The items in the storage unit that need to be kept and stored are a large popcorn maker and carnival games used at Music on Main Street. The storage unit has been paid for a year so there is time to decide what to do with the items the committee wants to keep.
- Tax Forms have been filed and the trade name has been registered
- Letters to Santa- Emily LeFlem will create a generic response letter and send it out

### **New Business**

- Tennis Courts on Western Ave- Emily LeFlem has reached out to NEC regarding possibly forming a partnership to restore the tennis courts. Possibly repurpose the courts to have them be multipurpose courts. Emily will keep the committee updated.
- Snowman competition in February?
- Possibly purchase winter recess equipment
- Revisit having a dance at the end of the school year dependant on COVID
- Virtual Book Fair- not likely to have this because the teachers are doing the scholastic flyers. Scheduled for a Book Fair in September. Will need volunteers to run the Book Fair

### **Action Items**

- Schedule a date for the Robot Derby and draw names for the robot winners over the loudspeaker.
- Reimburse Coda for her tree lighting supplies
- Snowman Competition- Feb
- Look into purchasing winter recess equipment-create list of items
- Plan a Socially Distanced Valentine's Day event?
- Clean storage unit

## **Adjournment**

- Our next meeting will be virtual on Monday January 11, 2021 at 6:30 pm. Mrs. Boden will send out a zoom link.
- There being no further business, the meeting was adjourned at 7:12pm

Submitted by:  
Colleen Gagnon

Date: 12/28/20