

AGENDA

Joan Martin Elementary PTO Meeting Agenda

Date | time 5/18/2016 4:00 PM | *Meeting called by* Danielle Johnson

Board members

President – Danielle Johnson, Vice President – Jayme Bailey, Treasurer – Amy Huffmaster, Secretary – Michele Frazee

School members

Kacey Allen (Principal), Joanna Backe (Teacher Liason)

Welcome

Minutes

Treasurer's Report

Kleinhenn Company Fundraising Presentation

- Dorothy Esch

5th Grade Graduation – May 26, 2016

- Invitations – Delivered
- Tableclothes – Shipment received. Washed. Need ironing...
- Tableware – Purchased
- Servingware - Purchased
- Dinner/Dessert – Ordered from Merrillville Strack's
- Beverages – 15-20 gallons of lemonade/punch purchased this week
- Ice – From the school or purchase???
- Photos – Classic Photo booked
- Decorations – Done and Delivered to Amy
- Corsages – Mostly Done, Complete by Friday
- Warmers for food? Storgae for leftovers?
- Volunteers

Officer Elections for 2016-2017 School Year

- President – Melissa Aguilar-Prieto
- Vice President – Megan German
- Treasurer - TBD
- Secretary – Jenny Sparks

Set Meeting for Exchange of information from old officers to new officers.

New Business

Adjournment