

MEETING MINUTES  
PTSO Meeting, 4/23/2018

**Board and Committee Members Present:**

- Suzanne Wycoff, President
- Sherryl Luckhowec, Vice President
- Tara Klein, Treasurer
- Wendy Sheridan, Secretary & Website Chair
- Michele Delello, Food Services Chair
- Kathy McCarthy, Food Services Co-Chair
- Randi Bell, Apparel Chair
- Meredith Burns, Apparel & Website Co-Chair

**Sign in sheets:**

- 14 parents/teachers in attendance
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Meeting Started: 7:02 p.m.

1. After the Pledge of Allegiance, President Suzanne Wycoff gave an introduction greeting and description of what would be discussed on the agenda as there was inadvertently no printed copy of the agenda. She announced a reminder that the next meeting would be held on 5/21/18, that Board elections would be held at that time and that it would be the last official meeting of the year.
2. President Wycoff then gave a President's Report touching on the following various matters:
  - A tremendous "THANK YOU" to the food services ladies for their outstanding work and service;
  - Also a tremendous "THANK YOU" to VP Sherryl Luckhowec for her tireless work on the annual Gift Auction which was a great success; more specific details and numbers to be given later in the meeting by VP Luckhowec and Treasurer Klein; n
  - Volunteers are needed for the following upcoming events: Teacher Appreciation lunch (date to be confirmed between 5/10 & 5/11); Dessert Cabaret on 6/6; Senior Awards on 6/11 at OCC.
  - Prior to the start of this current meeting, the Board members discussed amending the PTSO By-Laws to modify the job description of the Board Secretary position to include the Secretary being responsible for not just "correspondence", but also digital correspondence such as emails and postings on social media, as well as being responsible for the management of the PTSO Website whether directly or by supervising an appointed Website assistant / co-chair. The membership present voted on the proposed amendment to the by-laws and with no oppositions, agreed to the amendment.

3. Treasurer's Report: Treasurer Klein provided handouts with the "Gift Auction 2018 Totals" and "PTSO/Broadway Ray Fundraiser Financials 2018" (attached). She reviewed the details in the handouts with those present and also provided the following additional details:

- The 2018 gift auction made approximately \$6,100.00 more than the 2017 gift auction;
- This year Food Services sustained itself through the monies collected and donations received; last year the PTSO supplemented food services by approximately \$,1700.00. ;
- Due to its current bankruptcy status, Bonton's bonus check of approximately \$520.00 issued to the PTSO was returned NSF. However, the BonTon fundraiser still provided a \$1,200.00 profit;
- Anticipated upcoming expenses before the end of the year: teacher appreciation luncheon; ice cream social for Juniors and their Mentees; Senior Awards and the Senior trip.

4. With regard to the expenditure for the Senior trip, President Wycoff added that in 2017, the PTSO was asked to provide additional funds to assist with the cost of the trip and to keep it affordable for the students. This year when the advisors were planning the trip, it was assumed that the PTSO would follow suit and again contribute these funds. The request was discussed among the Board members and, while not all were in agreement, the majority agreed that the contribution to the Senior trip would be made. President Wycoff further commented that, as we are a small school, the ability of the students to fundraise for every event is difficult as there are already so many different fundraising attempts by the students. In September, 2018 at the first PTSO meeting of the year, the Board will present an anticipated list of all recurring expenses for the 2018-2019 school year. Both Mrs. Homiek and Kevin O'Brien commented on the great benefit of the PTSO assistance when needed.

5. Vice President Luckhowec provided an auction report. It was a great success with 65 more people attending than last year. While at a previous meeting PTSO family member Tricia Schucht indicated she would take over running the auction from Sherryl for next year, Mrs. Schucht clarified that she could only do it if she had a committee in place. VP Luckhowec confirmed she cannot take the task on next year.

6. Food Services Chair Michele DeLello spoke to the group about the incredible devotion and hard work of committee members / senior parents Kathy McCarthy and Karen Provinzano; she added that she has two parents interested in taking over the food services next year (Mrs. Rosselli and Mrs. Salvento) and that she will be there to assist them as they take over. Parent Marianne Brown commented that TECH FEST should be added to the student events for which food services are provided for the Thursday and Friday prior to the event date. The majority agreed that this should absolutely be added.

7. Kevin O'Brien addressed the group to discuss the Broadway Ray PTSO fundraiser. He indicated it was a "profitable year" and that, by his calculations, the January trip (Come from Away) had raised a profit of \$2,862.00 but that the Spring trip (Once on this Island) only brought a profit of \$788, with the total profit for 2018 being \$3,650.00 (figures to be confirmed by the Treasurer). He added that perhaps only one bus trip should be organized going forward. President Wycoff added that the Board is currently looking into organizing its own bus trip fundraiser for future events. She then explained the recent situation with the Board having to make the difficult decision to sell the remaining "Island" bus trip tickets at half price in an effort to get approximately 25 tickets sold. She then also mentioned to those present that the Board has also been discussing adding a new committee post for a Fundraising Chair to manage the new bus trip and other fundraising related matters.

8. President Wycoff then opened the discussion regarding Board nominations. She advised that the Board received two (2) formal position requests via email, as follows:

- Meredith Burns for the position of Secretary; and
- Tricia Schucht for the position of Treasurer.
- A motion to accept Meredith's nomination was raised by Kevin O'Brien and seconded by Secretary Sheridan;
- A motion to accept Tricia's nomination was raised by Marianne Brown and seconded by Kevin O'Brien. President Wycoff then opened the floor to any additional nominations.
- Randi Bell nominated current Treasurer Klein for the Treasurer position; this was seconded (member not noted);
- Treasurer Klein nominated current President Wycoff for the President position; this was seconded by Randi Bell;
- There were no nominations made for Vice President
- It was again stated that voting would take place at the 5/21/18 meeting.

9. There was no further new business to discuss. A motion was made to end the meeting.

Meeting Ended: 7:44 p.m.

## Gift Auction 2018 Totals

### Deposits:

Admission sales, booktix sales*, bundles and raffle	
Ticket sales	\$ 28,854.50
Advertisement/Program Ads	\$ 2,950.00
Total Collected	\$ 31,804.50

### Expenditures/Refunds

Debit	Nashville wrap	- 188.41
Check #699	items purchased Sherryl L.	- 220.74
Check #700	items purchased Sherryl L.	- 256.48
Check #701	items purchased Sherryl L.	- 118.13
Check #705	items purchased Margaret R.	- 85.49
Check #706	items purchased Sherry L.	- 384.78
Check #707	Karen F. tickets won at Beauty&Beast	- 90.00
Check #708	items purchased Sherryl L.	-1025.47
Check #709	Baginski refund	- 90.00
Check #711	Tara K. items purchased	- 24.76
Check #712	NHS R. Kelly centerpieces	- 56.34
Check #713	NHS T. Meeker centerpieces	- 100.10
Check #714	J. Roberts PF Chang gift card mistake	- 50.00
Debit	Dollar Tree	- 14.93
Debit	Dollar Tree	- 26.66
Debit	Party Fair	- 82.39
Debit	Coach	- 63.98
Debit	Dollar Tree	- 54.38
Debit	Party Fair	- 22.39
Check #718	items purchased Sherryl L.	- 136.09
Check #715	Wood Lake	- 7229.30
Debit	Wood Lake deposit to hold date	- 400.00
Debit	Broadway Ray 4 tickets purchased From ourselves to gift	- 476.00

Total Spent: \$ 11,196.82

Total Profit \$ 20,607.68\*

Still waiting for \$1000.00 Booktix check to be reissued.

Waiting on Printer Bill of approx \$600.00

# PTSO/BROADWAY RAY fundraiser financials 2018

Jan. 28, 2018 - Come from Away

58 tickets paid by PTSO - \$6902.<sup>00</sup>  
56 tickets paid to PTSO - \$6664.<sup>00</sup>  
(minus 2 donated to Kevin) \$ 238.<sup>00</sup>

RAY donates back to PTSO - \$1550.<sup>00</sup>  
GE matches Ray's donation = \$1550.<sup>00</sup>  
\$ 3100.<sup>00</sup>

PTSO Proceeds - \$6664.<sup>00</sup>  
PTSO donations - \$3100.<sup>00</sup>  
total proceeds \$9764.<sup>00</sup>  
minus PTSO expenses - 6902.<sup>00</sup>  
\$2862.<sup>00</sup>

PTSO made \$2862.<sup>00</sup> on  
Come from Away fundraiser

April 22, 2018 - ONCE ON THIS ISLAND

58 tickets paid by PTSO - \$6902.<sup>00</sup>  
30 tickets paid to PTSO - \$3570.<sup>00</sup>  
@ 119.<sup>00</sup> each  
22 tickets paid to PTSO - \$1320.<sup>00</sup>  
@ 60.<sup>00</sup> each

1 check donation from Mrs Metzger \$100.<sup>00</sup>  
to the PTSO

RAY donates to PTSO - \$1350.<sup>00</sup>  
GE matches Ray's donation - \$1350.<sup>00</sup>  
total donations to PTSO \$2800.<sup>00</sup>

PTSO Proceeds - \$4890.<sup>00</sup>  
PTSO donations - \$2800.<sup>00</sup>  
total proceeds - \$7690.<sup>00</sup>  
MINUS PTSO expenses - \$6902.<sup>00</sup>  
\$788.<sup>00</sup>

PTSO made \$788.<sup>00</sup> on  
ONCE ON THIS ISLAND  
fundraiser

total Profit for the PTSO from PTSO/BROADWAY RAY  
fundraiser for 2018 = \$ 3650.<sup>00</sup>

1/28/18 - \$2862.<sup>00</sup>  
4/22/18 + \$788.<sup>00</sup>  
\$3650.<sup>00</sup>

**IMPORTANT / UP-COMING DATES:**

- April 27<sup>th</sup> (Fri.), Jr. and Senior Vocal Showcase
- May 4<sup>th</sup> (Fri.), Soph, Jr. and Sr. Dancer Showcase
- May 8<sup>th</sup> (Tues.), Fresh. Dancers and Fresh/Soph Vocal Showcase
- May 10<sup>th</sup> (Thurs.), Fresh & Sophomore Actor Showcase
- May 14<sup>th</sup> (Mon.) and May 16<sup>th</sup> (Wed.), Black Box Players Present, you're a good man Charlie Brown
- May 18<sup>th</sup> (Thurs.), Jr. / Sr. Prom, Ocean Place Resort & Spa, Long Branch.
- May 21<sup>st</sup> (Mon.), LAST PTSO MEETING OF THE YEAR / VOTING FOR BOARD POSITIONS
- May 31<sup>st</sup> (Thurs.)-June 1, Sr. overnight trip, Pocono Valley
- May 31<sup>st</sup> (Thurs.), Ice Cream Social for Juniors and in-coming Freshman mentees
- June 6<sup>th</sup> (Wed.), Dessert Cabaret
- June 8<sup>th</sup> (Fri.), Field Day
- June 11<sup>th</sup> (Mon.), Senior Awards
- June 21<sup>st</sup> (Thurs.), Graduation