

PFO: Executive Meeting
September 10, 2018

Attendees:

Melissa Franklin Lisa Therecka Kenneth Bennett Donna Sawyer Bev Andracchi
Leslie Leighton Brooke DiFormato

The meeting was called to order at 6:10 p.m.

Discussion:

- PFO members decided to have the first meeting of the year in the Ellis library and to offer coffee and gift cards to new PFO attendees.
- Melissa Franklin, who plans to chair the PFO Craft Show this year, requests the date of December 1, 2018. Donna Sawyer (PFO Secretary) will submit Master Calendar request to see if the date (Ellis cafeteria) is available 12/1. The PFO will need to pay for one custodian, pending Administrative approval of the event.
- Where is the most economical place to have t-shirts printed???

Motion #1: To approve the June 4, 2018 meeting minutes. The motion was made by Melissa Franklin and seconded by Bev Andracchi. The motion carried.

Motion #2: To approve the August 10, 2018 Treasurer's Report which reflects an all accounts (PFO and sub) of \$42,575.15 of which \$22,190.17 is solely PFO funds and does not reflect any pending checks. The motion was made by Melissa Franklin and seconded by Lisa Therecka. The motion carried.

Motion #3: To pay up to \$200.00 for refreshments and gift cards for the September 17, 2018 PFO meeting. The motion was made by Ken Bennett and seconded by Donna Sawyer. The motion carried.

Motion #4: To pay up to \$500.00 for attendance incentives, requested by Kim Pacone (Dean of Students). The motion was made by Brooke DiFormato and seconded by Bev Andracchi. The motion carried.

Motion #5: To pay up to \$150.00 to pay for refreshments for the 2018 Open House event, as requested by the Ellis Events Committee (Deb Berube). The motion was made by Donna Sawyer and seconded by Melissa Franklin. The motion carried.

Motion #6: To approve up to \$20.00 to pay for the purchase of PFO record keeping supplies. The motion was made by Donna Sawyer and seconded by Melissa Franklin. The motion carried.

Motion #7: To approve up to \$250.00 for the purchase of printed PFO t-shirts to be worn by PFO members at PFO fundraising events. The motion was made by Donna Sawyer and seconded by Bev Andracchi. The motion carried.

The next PFO meeting is slated for Monday, September 17, 2018 in the Ellis Tech Library @ 6:00 p.m.

The meeting adjourned at 7:05 p.m.

Respectfully submitted by,

Donna Sawyer
PFO Secretary