

Birch Meadow Elementary School PTO
March 2, 2018 Special General Meeting Minutes

Friday, March 2, 2018, 2:15-2:45 pm, Birch Meadow Elementary School, Music Room

Attendees: Julia Hendrix, Katrina Maher, Amy Field, Harriet Lyons, Brandi Torchia, plus approximately 30 additional parents

Call Meeting to Order

Katrina Maher calls meeting to order at 2:20 pm.

Introduction of present PTO Board Members

Agenda

Creation of a New Committee, Katrina Maher

The PTO president has created a special committee, the “Performing Arts Committee” to oversee Birch Meadow: The Musical

Historically, all PTO events (Spooky Fun Fair, Field Day) are overseen by 2 co-chairs/leaders. Two co-chairs are needed so multiple people have familiarity and knowledge of an event(s) in order to continue the tradition(s).

Karen Kalafatas states she would like to be the single chair of Birch Meadow: The Musical since this is the pilot year.

Performing Arts Committee:

Appointment of Lead Chair - Karen Kalafatas

Appointment of Co-Chair - Danielle Slater

Set Design - Stephan Magro

Musical Budget Presentation

Explanation from Karen Kalafatas: Due to the large number of participants and delay in production because the PTO upheld the rehearsal process, Karen Kalafatas has hired Caitlin Beckman to be the director of the musical. This cost is listed on the budget as line item Professional Support, \$500. Additionally, due to PTO withdrawal of sponsorship, there is an additional contract fee of \$1000 added to the budget.

Explanation of the cost of microphones. The high school does not have any small, individual microphones, so they are going to be rented.

Karen Kalafatas is giving Birch Meadow the rights to the show. That fee is now built in and part of the show.

The show is expected to sell-out and there may initially be a limit on the number of tickets allowed per family.

Linda Kiene states as an additional explanation that the PTO is responsible for any profits or losses incurred from Birch Meadow: The Musical. This will come from the overall operating budget.

The first \$1-3000 of profit is earmarked for future performing arts endeavors for Birch Meadow. The second \$3001-\$6000 of profit is earmarked for technology for Birch Meadow. At a later meeting, there will be a vote as to where surplus, if any, above the first \$6,000 goes. Unless money is earmarked, it goes to the general PTO budget. Additional surplus revenue above \$6000 will be voted on during the March 22nd general meeting.

A question was raised regarding whether the PTO generally earmarks funds from fundraisers. The answer is NO. At this time, the only fundraiser with devoted funds is the adult social, which is held only when a specific item(s) is needed.

Motion by Katrina Maher: to accept the musical budget by a vote of the proposed budget. The motion is seconded by Lori Gisetto. Result: a majority of YES votes by show of hands.

The 2:45 pm dismissal bell rang and people exited the meeting.

Meeting concluded at 2:47 pm

Next General Meeting: Thursday, March 22, 2018

Minutes Compiled by Brandi Torchia, PTO Secretary

**The information contained in this document has been recorded and published in good faith and accurately represents, to the best of my knowledge and understanding, events and situations detailed.