

Willard PTG Meeting
June 10, 2019

Attendance

Denise Carleton, Liz Colgan, Jennie Garofalo, Jaimee Healy, Marieke Herrero, Peony Keve, Janet King, Sam Jaddou, Meagan MacNutt, Kristin Martines, Liz Nadzo, Candace Root, Alex Ruhmann, Susan Wagner, Kathryn Watson, Erika Woodhouse

- Approved minutes from May 6th meeting.

Recap of the Month (Alex Ruhmann and Susan Wagner)

- 5th grade events seem to be going really well; Thoreau pool party seems to be the right venue/program.
- Flow of 5th grade events seems better without the Freedom Trail event in June (they attended the Boston Tea Party Museum this year instead) and Service Day in the fall.
- Room Parents sent out emails about end-of-year teacher gifts.
- Willard Carnival was amazing! A huge thanks goes to Erika Woodhouse. Any questions about the change in format for next year should be directed to Alex.
- Bracelets for retiring teachers are being distributed tomorrow.

Communications (Sam Jaddou and Kathryn Watson)

- The card sort exercise at the volunteer party was helpful.
- Discussed having parents opt in every year so there's a clean set of data every year.
- Planning to send a housekeeping email to families (i.e. please update child(ren)'s grade(s), delete if you no longer want to receive Willard Weekly, etc.) – maybe August or around open house is the right timing?
- At some point we do have to communicate to returning/incoming families — once class assignments have been communicated, an email should go out with Matt Lucey's announcements, Room Parent sign-up genius, dates for open house, back-to-school nights, ice cream social, welcome coffee, school photo day, directory fee, etc.
- Alex still working on Committee Guidelines.

Before and After (Denise Carleton and Jaimee Healy)

- Nothing new to report. It was a good year with a lot of parent involvement.
- It is still TBD how choir will be run next year. It likely should be a school-run program, run just like band. If we call it a PTG event, then technically it falls under the PTG's insurance policy, which means taking the students on a bus away from school (i.e. Big Sing concert) would not be allowed.
- We will continue to keep an eye on the Thoreau School / Concord Recreation partnership — it wasn't totally well-received, i.e. there are parents who are still interested in running programs, teachers are now getting paid through the Rec. Dept., which is a different model, but several upsides, too.

Fundraising (Marieke Herrero and Peony Keve)

- Annual Appeal grossed just over \$34,000, but the net was just under given PayPal fees, for example.
- We are going to restart as a 501c3, which should reduce the PayPal fees going forward.

Treasurer's Report (Kristin Martines)

- Early indications suggest that income from the Willard Carnival appears to be right where it should be.

- Coffee budget is around \$2,300 vs. over \$3,000 this time last year — it was wise to give the management responsibility to Sherry and Bev.
- Cost for Math Olympiad was a surprise because a staff member was added and we hadn't planned to pay for two people. The second person was not officially approved; Matt may need a reminder about the process.

Willard Carnival (Erika Woodhouse)

- The event went really well. Still waiting on some expenses, but the revenue numbers look good. It appears that we are right on target, if not a little higher.
- Takeaways:
 - An inventory was taken of everything that went back in the pod — we can make decisions about what we want to do with remaining items.
 - There has been some good energy among the community about what might come next and lots of ideas being batted around — maybe we capitalize on that energy and host some brainstorming sessions in the early fall?

Social Events (Meagan MacNutt)

- Kristen and Darcy Heintz-Perkins hosted the Kindergarten Popsicle Party. They were wonderful and helpful hosts with a beautiful backyard. Approximately 20 kids in attendance. It would be nice to have more people come, but it still feels like an event worth holding.
- Volunteer Party was also lightly attended – 46 'yes' RSVPs out of 130 invites. All of the food was consumed; West Concord Liquors took back maybe half of the wine.
- Parent Social:
 - May have a host lined up for the Parent Social.
 - Desired timing is early October. Ideally a date can be finalized in time to include with back-to-school info.
 - Considering the return of a food truck to the Parent Social. Discussed some other new ideas to include: charging for food, selling tickets for booze, offering hard alcohol, hiring an additional bartender for liability of alcohol, offering a signature cocktail since people are trending toward hard alcohol, hosting a cash bar for hard alcohol, selling drink tickets.
 - Silent auction will be held at the Parent Social.
 - It could be fun to use some of the carnival games, i.e. bean toss for yard.
- Will hold a separate meeting to discuss the repurposing of carnival stuff.

Elections

- Voted in 2019-2020 Executive Committee to include:
 - Co-Presidents: Susan Wagner & Janet King
 - Vice-President: Liz Colgan
 - Secretary: Alexa Anderson
 - Treasurer: Liz Nadzo
- 2019-2020 PTG Board will include the Executive Committee plus these positions/volunteers:
 - Fundraising: Peony Keve & Susannah Benner
 - Communications: Samantha Jaddou & Tara Johnson
 - School Support: Meagan MacNutt, Colleen Currier & Tracy DeTora
 - Enrichment: Denise Carleton & Jenny Reis
 - Auxiliary: Wendy Krayner
 - Past President: Alex Ruhmann