1. Next meeting will be in April
   a. Will elect new board members.
   b. Will highlight each board position on the FB page.
   c. WE will assist with transition
   d. New board members have ability to guide the PTO and come up with ideas.

2. VP - Special Programs - AShley Craig-Diaz
   a. Typically in charge of WatchDOG and Teacher Appreciation
   b. Have done 2 teacher appreciation luncheons
   c. Recommend continuing with catered lunches going forward.
      i. Easier, get more participation, allows us to support local business.
   d. This role can be split and have multiple people helping in this role.

3. VP - Student Enrichment - Tami Laye
   a. Typically handle room parents but didn’t do that this year.
   b. Taking care of teacher restrooms.
   c. Have all info to make the room parent program run smoothly and will transition
      and share this info with the incoming VP in this role.

4. VPs - Fundraising - Lia and Claudia
   a. Typically, schedule one fundraising event per month.
   b. Like to mix in fundraising with social events, make it interactive, try to avoid
      selling baked goods, etc.
   c. COVID year
      i. Raised about $200 with Chipotle spirit night
      ii. Peachy Corners cafe - like to support local businesses
      iii. Need things we can do with smaller crowds.
      iv. Virtual game night - people enjoyed it, wanted more sessions bc it went
      by quickly.
      v. Holiday photo shoots, very popular, planning to do one in Spring.
   d. Fundraising role is very important but very fun!
      i. We fundraise to be able to pay for enrichments for teachers.
      ii. Will provide a lot of notes and an end of year plan.
      iii. Claudia and Lia both have small children and work full time but enjoyed
      this role and found it manageable.
   e. In the past this was held by 1 person, so it can be held by 1 or 2 people.

5. Secretary
   a. In charge of newsletter, sending out email communications, updating website,
      notes at meetings.

6. June’s role
   a. Posting social media, creating graphics

7. Parliamentarian

8. Treasurer
   a. Accounting background is useful. In charge of income and expenses.

9. Vote needed for bylaw change
   a. Uli calls for amendment
b. Call for yays - raise hand

b. Call for nays - no raised hands.

d. Amendment passed

10. Move to approve October meeting minutes - Passed