



# Ben Franklin Academy PTO Meeting Agenda

Date: 8/12/15 Time: 6:30-8:30pm

Location: Ben Franklin Academy, 2270 Plaza Drive, Highlands Ranch, CO

## **OFFICER REPORTS**

### **President: Carrie Keen 6:30-7:00**

- Welcome
- Change in PTO Officers
- Registration Table Staffing
- DI Funding

### **Secretary: Halsley Hoff 7:00-7:15**

- Approval of By-Laws
- 2015-2016 Policies
- Contact List

### **Treasurer: Lisa Watanabe 7:15-7:25**

- Treasurer's Update

### **Fundraising Coordinator: Lisa Travis Fischer 7:25-7:45**

- BENefit Bash

## **NEW BUSINESS**

### **Harvest Festival Chair – Gwen Feifarek 7:45-8:00**

- Event Update

### **Spirit Wear Chair – Cheri Neill 8:00-8:15**

### **Grocery Card Coordinator – Amy Sunahara 8:15-8:25**

We will only have open comments if they have been emailed to Halsley Hoff prior to the meeting or during the meeting at [ptosecretary@bfacademy.org](mailto:ptosecretary@bfacademy.org).

**PTO Meetings are held the 3<sup>rd</sup> Wednesday of each month beginning at 6:30pm in the BFA Library. Please join us for our next meeting – Wednesday, September 16<sup>th</sup>**