

**Oxford PTO  
Emergency Session Meeting Minutes  
One Sarah Drive, Oxford, CT 06478  
August 27, 2018**

**Call to Order:**

President Lisa Suttile called the meeting to order at 7:10 pm.

**Roll Call:**

Lisa Suttile, Brudnell Bowen, Kim Swanat, Amanda Burlinson, Jim Sanders, Heidi Roddy, Kelly Traverso  
Special Guests: Amy Panek, Jeff Panek

**Correspondence:**

Nothing to report.

**Audience of Citizens:**

Nothing to report.

**Fundraising Requests:**

Nothing to report.

**Sponsorships:**

Nothing to report.

**Officer's Reports:**

**President – Lisa Suttile:**

Lisa called the meeting to explain she was stepping down as PTO President. Jim Sanders made a motion to accept Lisa's resignation; Heidi Roddy seconded. All in favor.

President position is now open. Lisa Suttile nominated Amanda Burlinson as PTO President since she (Amanda) meets the by-law requirements of being an Executive Board member for one year. Jim Sanders seconded. All in favor.

Treasurer position is now open. Jim Sanders nominated Lisa Suttile to Treasurer; Amanda Burlinson seconded. All in favor.

Booster Club President and Vice President, Amy and Jeff Panek, were invited to be introduced to the Board as the two groups work very closely together.

Board discussed moving funds from Ion Bank to Newtown Savings Bank with President Amanda Burlinson and Treasurer Lisa Suttile having signing authorization. Amanda Burlinson made a motion to switch to NSB; Heidi Roddy seconded. All in favor. This is pending confirmation from NSB that their fees match Ion Bank and the fees will be locked in when the account is opened.

**Vice President's Report – Brudnell Bowen:** Nothing to report.

**Treasurer's Report:** Nothing to report.

**Funding Requests:**

Nothing to report.

**Principal's Reports:**

Nothing to report.

**Committee Reports:**

**Fundraising/Box Tops:** Nothing to report.

**Student Directory:** Nothing to report.

**Adult Programs:** Nothing to report.

**Adult Trips:** Nothing to report.

**Board of Ed Liaison:** Nothing to report.

**Oxford Education Foundation:** Nothing to report.

**Book Fair:** Nothing to report.

**Children's Programs:** Nothing to report.

**Clothing Drive/Shred Day:** Nothing to report.

**Hospitality/Sunshine:** Nothing to report.

**Plant Sale:** Nothing to report.

**Publicity/Newsletter:** Nothing to report.

**Website:** Nothing to report.

**Auction Night:** Nothing to report.

**Cookbook:** Nothing to report.

**Color Run:** Nothing to report.

**Old Business:**

- Nothing to report.

**New Business:**

- Nothing to report.

**Announcement of Next Meeting and Adjournment** – Next meeting will be held on September 19, 2018 at Quaker Farms School, 6:30 p.m. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

*Kim K. Swanat*

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