

**Thames River PTO Inc.**  
**Organizational Meeting**  
**Tuesday, September 21, 2021**

**Attendees:** James Giordano, Ada Allen, Ned Sawyer, Darren Richards, Kate Chanin, Kathy Benjamin

1. PTO Board officer positions:

Co-chairs – Darren Richard and Ned Sawyer have offered to serve

Secretary – Kate Chanin will serve as secretary until a new secretary steps forward, Jamie will post a call for volunteers on the PTO and TRMS school websites

Treasurer - Darren will ask his spouse if he is interested

2. Organizational steps - Kate will organize TRMS PTO with CT. Jamie shared Claude Chester's bylaws which Kate will compare to SBB by-Laws and circulate a draft for review via the new gmail account.

3. PTO Email – [thamesriverpto@gmail.com](mailto:thamesriverpto@gmail.com); password will be shared with PTO officers.

4. Teacher representative - Kathy Benjamin has kindly offered to serve as teacher liaison at all pto meetings.

5. PTO Bank account - TRMS PTO can use the SBB PTO bank account until a new TRMS PTO account can be set up. Citizens Bank can create a new account with just CT filing, no need to wait for 501c3 status.

6. Next meeting: October 12 at 5:00pm.