

## **Link, Inc. Meeting Minutes for September 8, 2011**

**Attendees:** Amy Cummings (notes), Janet Lamy, Valerie Muldoon, Heidi Pitard, Angela Yildiz, Melissa Difonzo, Suzanne Clisham, Dorothy Veracka, Lynda Murphy, Irena Dorogi, Carol Bradley, Cyndy Bredbenner, Robin Berry, Maureen Norvold and Denise Fleming.

### **Meeting started at 7:10 p.m.**

Introduction of attendees

June minutes reviewed and corrections made to the June minutes-Voted and approved unanimous.

### **Administrative Report-Carol Bradley**

- 9-11 Remembrance being held tomorrow at 8:45a.m. in the BMS Gym.
- Open House at BMS on September 15<sup>th</sup> at 6:30 p.m.
- Mrs. Bradley mentioned Public Relations for Link, Inc. Maureen N. looked into this and in the Vice President job description it states that is something the VP will handle.

### **Financial Report-Angela Yildiz**

Balance in Account as of 9/5/11	\$ 8,094.70
Less: Outstanding Checks	\$ 1,736.50
Less: Encumbered Debt	\$ 4,215.20
Total Available Funds	\$ 2,143.00

### **Request for Funds**

- **Motion:** \$350.00 for Link, Inc. Liability Insurance. Voted and approved-unanimous.
- **Motion:** \$15.00 for Filing Fee for Taxes for Link, Inc.-Voted and approved-unanimous.
- **Motion:** Move back to general funds \$100.00 that was set aside for the 2010-2011 Spring Concert accompanists. Voted and approved-unanimous.

### **Grants-Robin Berry**

- Letter was sent to Wal-Mart about E-readers.
- After we choose a cultural show for BMS Robin will submit a grant request to the Berlin Cultural Council.
- Robin will also submit another grant request to Target.

### **Old Business**

- **Annual Giving Letter**
  - **Motion-**To only send out one AGC letter to the parents of BMS. Voted-Approved and unanimous.
  - Maureen will re-draft AGC letter with corrections, then send out to attendees of meeting for review, once approved it will be distributed via Friday folders and school e-mail list.

## New Business

- **Elections**
  - President-Maureen Norvold
  - Vice President-Irena Dorogi
  - Secretary-Amy Cummings
  - Treasurer-Angela Yildiz
  - Grants-Robin Berry
  - After School Program Coordinator- Dorthoy Veracka
  - School Council Parent Rep-Cyndy Bredbenner
  - Volunteer Coordinator-Wendy Lonstien

Meeting Adjourned at 9:05 p.m.