



## Board Meeting Minutes

**Monday August 29, 2016**

**6pm**

**Location: School Library**

**Meeting called to order:** by Heather Castañeda and Sarah Putman, Co-Presidents at 6:00pm

**In attendance:** David Worford, Wayne Thornes, Becky Woodcox, Alissa Poduska, Vanessa Wilhelm, Mary Jackson, Dixie Gormley, Julie Wenzel, Chelsea Hill, Pam Rice, Heather Castañeda, Sarah Putman, Mary Laffey

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**Minutes:** The minutes from Monday, May 2, 2016 were presented. It was moved to accept as written. Motion carried.

### Officers' Reports

**President's Report,** Heather Castañeda and Sarah Putman

- Sarah advised that the water fill stations that were approved in the spring were more expensive than expected, so only two were purchased at this time. Money from Trivia Night will be going to fulfilling these purchases (PE, pods, etc)
- Heather thanked Mary Laffey and Julie Wenzel for organizing the ice cream social and making crucial last minute changes due to weather.
- Heather advised the PTO was able to get a credit card reader for the PayPal account. It's expected to make events such as Trivia Night much easier. Due to our non-profit status, the fees are also lower.

**Principal's Report,** Alissa Poduska

- Nothing board specific, so tabled to the General Meeting

**Treasurer's Report,** Chelsea Hill

- Last year's summary was presented and discussed. No changes over the summer.
- Aisha Thomas and Sherelle Reed completed an audit; to be reviewed at October meeting.
- Taxes are being prepared.

### **Open Positions**

- Trivia Night
  - Being chaired by Aisha Thomas, needs help: planning committee and day of event.
- Winter Social
  - Need chair, committee
  - Ask for Helping Hands to come up with a project?
  - Giving Tree is being organized by Jayme Harper
- Vice President

- **Old Business**

### **Robert's Rules**

- Reviewed basics and need to follow in both Board and General Meetings
- Discussion about if the President (Co-Presidents) votes. The decision was made that the Co-Presidents will call for a detailed voice or written ballot vote, if necessary, and will vote in case of a tie. The PTO Bylaws can override Robert's Rules.

### **Bylaws**

- Bylaws cover the General Meetings and Membership.
- Changes were made to budget deadline, finance
- It was moved to send the topic to the General Meeting for discussion and take a final vote in October. Motion passed. The highlighted changes will be placed on the website for review and the full general membership will be advised of the upcoming vote.

### **Standing Rules**

- Standing rules can be changed by the board for easier modification. They give a more rough description of committees and duties. It was moved and seconded to pass the updated Standing Rules. Motion passed.

### **New Business**

#### **School Gear**

- Mrs. Poduska presented two options: Kelsey (local resource) with a limited order, single design or use a design website with a wide variety of designs and people place their own orders.
- Vanessa Wilhelm reviewed in past orders were a single design, pre-order and PTO made a small profit and used that to order extras for new families, prizes, etc.
- Discussion about variety of designs, fund raiser, unique school/year identity, student vs staff design, etc. It was decided to table further discussion and decision to October meeting.

#### **PTO Gear**

- Table to open discussion in General Meeting

#### **Food**

- No more snacks at meetings, not being utilized.
- Conference food for teachers. Last year Sarah Putman provided food for teachers on one night of conferences, both spring and fall with overwhelming, positive response. Suggest we open this to parents
- Sign-up Genius going out for parents to provide food for dinner for Oct 10, 2016 Fall Conference

#### **Photography**

- Mary Laffey advised that Skillman Photography is doing school pictures and yearbook

#### **Sock Hop**

- Dixie Gormley is chair, need to change the date to April 14, 2017

**Meeting Adjourned: 6:53pm**

**Minutes compiled by Pam Rice**