

Victory Elementary PTO Board Meeting Minutes

Date: Tuesday, September 13th, 2011
Location: Victory ES Library
Attendees: Donna Cude, Laurie Fox, Brandi Blaha, Dawn Maddox, Kim Warcholik, Denielle Johnson, Colleen Wolford, Claire Brasser, Geoff Brunson, Brenda Wolfe, Genevieve Yager, Aisha Post, Kristine Westphal, Mandy Tomlinson, Crystal McGovern
Note taker: Colleen Wolford
Meeting Start: 7:00pm

Call to Order:

The meeting was called to order at 7:15pm. Brandi Blaha and Laurie Fox thanked everyone for stepping up to help.

Treasurer Report:

*Denielle Johnson presented the financial statement for the year to date. There has been no activity since 8/30/11 leaving a cash balance of \$90,751.46. The audit for 2010-2011 was completed on August 29, 2011 and our records were found to be correct. Several recommendations were made. 1) The PTO Board should re-evaluate the continued use of a debit card and consider whether the convenience of having a debit card outweighs the added time, effort and risk in operating this additional account. 2) A signature receipt process should be implemented to verify that all gift cards are delivered to the intended recipients. 3) All cost related after school activities should be investigated and documented by the Treasurer to ensure compliance with the IRS.

*Next, Denielle presented the proposed budget. Copies were distributed and Denielle asked that each attendee carefully review. There appears to be a lot of holes in the budget for this upcoming year. It was determined to keep the budget the same as last year and adjust accordingly. If positions are not filled then these will be eliminated. A formal budget should be available by next meeting.

Volunteer Coordinator Report:

*PTO membership and volunteer forms will be going home 9/14/11 in the Wednesday take home folders. It was suggested by Amy O'Leary that a party be given to the classroom and teacher who receive the most participation. This was approved.

*Community Sponsorship (ongoing fundraising) is still open.

*Crystal McGovern volunteered to take over the after school activities. It was mentioned that Alysia Lindsay would be a good contact.

Vice President Report

*Dawn Maddox reported a low turn-out for the Boo Hoo breakfast, approximately 40-50 parents attended, but feels this was possibly due to the inclement weather. \$148.00 of the \$150.00 approved budget was used. All extra items were placed in the teachers lounge for them to enjoy. Extra water bottles were placed in the PTO shed. Dawn wanted to express a thank you to Katie at Caribou Coffee for donating the coffee. She will be presented with a Victory T-shirt and thank you note.

Administration Report

*Ms. Cude thanked all the new and old members of the board for volunteering their time. The support from the PTO and volunteers is very much appreciated and needed.

*The Boo Hoo breakfast was a success and received great feedback from many parents who attended.

*The staff is looking forward to the upcoming welcome back breakfast scheduled for 9/16/11.

*Laurie Fox has talked with fellow staff members in regards to goals for this year, and they are still polishing.

*Ms. Cude reminded Laurie to copy the fundraisers that are approved by the area superintendent.

Communications

*Genevieve Yager reports 495 email addresses are currently subscribed to the newsletter. Genevieve and Sam prefer electronic newsletter and would like to do away with paper copies. Kristine Westphal suggested keeping a hard copy in the office for the time being.

*Genevieve will continue to handle the website and Sam will be covering the newsletter.

*All flyers and bulletin board posts must be approved by the co-presidents along with Ms. Cude before publication.

*All accounts have been set up with the exception of the after school activities.

*Genevieve passed around a draft of the PTO contact list for members to add or change any information.

*Genevieve reminded everyone that the deadline to submit anything for the October newsletter will be September 17, 2011.

Staff Relations

*Medul Cordova-Nguyen reports we will proceed with the welcome back breakfast originally scheduled 9/9/11 on 9/16/11. This event will not be catered due to the budget.

Open Discussion

*Several suggestions were made to help alleviate the crowding issue for the Westie Waggle Fun Night.

*Dividing point of contacts between the two co-presidents were addressed and a new org chart will be sent out.

*Kristine Westphal would like to have a list of class room volunteers prior to the orientation.

*No new spirit wear items were ordered due to excessive inventory and parents polling for new items. Therefore, this will not be sold at back to school night.

*Claire Brassler had been looking in to using a different vendor for the spirit wear. A motion was passed to proceed with Leading Edge, who is currently working on a new design.

Discussion for next meeting

*2011-2012 Budget

*Flash Drives

*Goals

Adjournment

*Laurie Fox and Brandi Blaha adjourned the meeting at 8:19pm