

## **Meeting Minutes 8/14/13**

### **Next meeting scheduled for 9/11/13 at 6pm**

**Present:** Mia Roozen (President), Marla Reed (Vice President), Monette Bauer (Treasurer), Sheena Daniels (Secretary), Barbara Hawkings, Rob Dahl, Kathleen Hurn (auditor 5-6)

#### **1) What are the plans for the year?**

For the 2013-14 school year, we would like to see fun and exciting events occur, raise money for the PTO, see more parent involvement, more community involvement, get PTO back up to the standards that it once was, establish new policies and procedures, welcome new PTO members, community outreach.

We would like to have PTO represented in upcoming parades in the future.

#### **2) Discussion of bylaws**

Barbara will work on getting a copy of the current PTO bylaws. Over the course of the school year we will work on updating them.

We voted and agreed that we will add 2 signers are needed to write checks, meeting notes and financial information will be added to the website for public knowledge. Also that PTO monies will be deposited on a daily basis.

#### **3) Agenda Facilitator**

We voted that Marla would be appointed agenda facilitator to help keep the meetings in order and on schedule. This is to avoid going over our allotted time.

#### **4) Discussions**

\* We will create a 'Welcome to PTO' handout which explains what the PTO is about and what our goals are. It will state what our 'normal' procedures are and it will also provide our expectations of new and existing members. We will explain that 'everyone has a voice' and no suggestion will go ignored.

\* It was voted and agreed to close the PO Box and forward mail to the elementary mail box. This will save us some money per month. Marla will do this.

\* All forms must be approved by Barbara Hawkings before they are printed and handed out to parents. Can send to her email at [bhawkings@concrete.k12.wa.us](mailto:bhawkings@concrete.k12.wa.us)

\* We will continue to maintain the current PTO facebook page once access is found. We will also attempt to gain access to the PTO email account. Marla will work on this.

\* Newsletter- A few minor changes were made to the newsletter, such as a description of what the PTO is, add the PTO address once it is accessible. With these changes, it was presented to Barb and approved by her and the members of the PTO.

\*Executive meeting if closed to the public, otherwise meetings are always open to the public.

\*Sample Survey- Mia presented a sample survey that she would like the teachers to fill out to help the PTO understand what they would like to see from us. Rob Dahl has agreed to hand out to all the teachers once we have completed it.

\*Box Tops- Give teachers a list of optional prizes for winning class. Marla is trying to find log on information for the box tops website. The possible ID #s are 324906794 or QMHL-0272-3961

\* Popcorn- used to be done by ASB. Each teacher signed up for a month then they found a parent to volunteer every Friday. We will discuss further. We will start popcorn sales in October.

## 5)Upcoming Events

*August 20<sup>th</sup> and 21<sup>st</sup>* – Kindergarten Round Up Jamie and Paul will be in attendance on these days at a PTO Booth. They will hand out fliers and have a sign-up sheet for parents interested in being involved with the PTO and information on the Bingo/ Game night with Spaghetti feed. Jamie will do the morning shift of both days and Paul will do the afternoon shift of both days.

*August 29<sup>th</sup>* – All School Open House Mia and Sheena will be in attendance on this day at a PTO booth. They will hand out fliers and have a sign-up sheet for parents interested in being involved with the PTO. Mia and Sheena will split the day.

*September 26<sup>th</sup>* – PTO Family Game Night with Spaghetti Feed Contact Kathy Howell for spaghetti information. Recipe for large amounts is in the kitchen. Any unopened items purchased from Albert's can be returned to them. Keep sauce and noodles separate that way any unused portions can be frozen for future events. Plan for 200 participants. Items needed are sauce, noodles, bread, salad, dressings and drinks. Suggested donations are \$5.00/plate or \$20.00/family. For card games, have extra copies of directions in case they get ruined or taken. We will eat from 6-7 and games from 7-8.

*October 24<sup>th</sup>*- Pumpkin Run we will also do a baked potato bar during this event.

Suggested events- December take and make, spring carnival w/ auction, movie nights, dances

## 7)Commitments

Sheena-Type meeting notes, work on newsletter,create sign up list for contacts, work the booth part time at the open house.

Jamie-Gather information regarding the yearbook and who is going to be involved in creating it, work a booth at the kindergarten round up.

Monette-Financial Audit

Paul-Look into information for different activities such as skating, work a booth at the Kindergarten round up.

Mia-Work the booth part time at the open house

Rob- Add PTO link to webpage

Marla-Gain access to facebook, email, box tops, and close PO Box

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