

Board Meeting Agenda
June 24, 2008
7:00pm

1. Minutes from May Board meeting – please review and come with any updates
2. VP Updates
 - a. PLE – Laurie
 - b. Horizon – Fran/ Jackie
 - c. Asa – Deb/ Deb
3. Treasurer Updates – Mary Ann/ Brad
 - a. Transition to be complete by? -July
 - b. Budget Updates
 1. Teacher Appreciation Grants *All checks have been written. The leftover funds of \$1658.96 go into surplus*
 2. Audit- *Julie Johnson has volunteered to do it in August. MaryAnn tried calling Scott Diller again. Brad sent out additional emails. Two responses received declining work. Stacey Newcomer is willing to help find someone. MaryAnn received a letter from Wegner LLP who provide audit and tax services. They are located in Waukesha.*
 3. Financial manager – status? *Need to start using with any checks written after 6/30.*
 4. **Leftover EOY funds at PLE-\$1100**
4. Recording Secretary Updates- Jean/ Angela
 - a. Transition complete – **Done. I'm available for questions.**
 - b. **Don't need until next meeting, but should add agenda item for PTO news/eNews updates for recording secretary on a regular basis.**
5. Website
 - a. Update and post open positions
 - b. Send Greg completed summary reports
 - c. **Get pictures of new board members and send to Greg to post on website.**
6. Upcoming Events/Procedures/Duties
 - a. Kathryn Beich Fundraiser
 1. Other chairperson found?
 2. Next step
 - b. Chairperson training meeting Aug. 6, 6:00-7:30pm
 1. Book room- Angela
 2. send out one last email to chairpersons to obtain summary report
 3. discuss other details food, KB gift, manual etc.
 - c. District Calendar
 1. Dates given to Wendy Wong
 2. Sock Hop changed to April 3
 - d. Recruitment Progress
 1. Open positions
 2. discuss division of Hospitality chair position – **I talked with Cheri. She said her and Suzi would discuss. I suggested even scaling back some of the events? Can be more simply meals/presentation? Catering? Maybe Angela could follow up with her as their board contact.**
 - e. Registration Mailings to schools by end of July – **This needs to be verified. I remember getting my ice cream social flyer in by 4th of July week. Typically the mailings go out at the end of July. I would recommend getting this out news out to chairs sooner than later.**
 1. PTO Introductory Letter
 2. Volunteer Form, salmon – **If using online registration – “how to” directions.**
 3. School Directory form, blue
 4. Ice Cream Social Flyer Kathryn Beich Letter or Flyer (on same ?)
 - f. Discuss PTO Manager
 1. **renew by July 31st –MaryAnn will give invoice to Brad to pay in July so it goes on next year's books.**

2. - Need software coordinator – who? This person would answer any questions on the tool, fix accounts if needed – “go to” person.
 3. Talk with new volunteer coordinator – Discuss kindergarten give-away, online registration, volunteer of the year awards, volunteer walls, general changes in program.
- g. Discuss Budget proposal
1. Brief discussion with old and new board, points to consider moving forward – Please set a couple dates to include Randy and/or other principals. This decision should be made with their input. It would get done much faster with them in the room. I had talked with him at one of the meetings and we discussed getting everyone together. He said name the time and place and he’d be there. Let’s take advantage of his enthusiasm! *Need to receive check requests. Mary Ann met with Cindy Carrigan. She does not plan to submit check requests to PTO, just district office. They would like us to give the money to the district office. They would provide reports. MaryAnn will provide copies of the reports at the meeting. Jean’s comments again here: Let’s get Randy and/or other principals involved.*
- h. Discuss Teacher involvement in the PTO
1. Brief discussion with old and new board, points to consider moving forward – Please be sure to include them in e-newsletters next year. Started at the end of this year. I think it would be good for them to hear more about what we do. Consider having PTO time at staff meetings quarterly? Or at least 2 times per year? *I suggest continuing with the Board meeting with the staff at the beginning of the year (it wasn’t done last year). This is especially important for the staff to learn about the different forms for requesting funds. Also, they can be reminded of the guidelines such as “no sweet treats.” Even though it’s in the letter and it’s underlined, they still miss it. Jean’s comments again:* Is it possible to give them a cheat sheet on these forms and what they are used for? How about points on the web where they can be found even. May help them to remember if it’s written down?
7. Roundtable
- a. PTO Today Runner up – Advertise/promote this!!
 - b. Education series – Get series and dates before fall Roundtable. Start working now – who? *Tanya Siderits said she would coordinate Love and Logic with Pam Olsen but would want someone to help her.*
 - c. Boston store/Country springs – is this ready to go? Do you want to add flyer in registration packet? Or order form?
8. Next Meeting – Discuss brief outline for next meeting agenda items. *Provide a date for when agenda will be submitted to Board.*