



PTO Board Meeting Agenda

Date	Feb 5, 2009	Next Meeting Date			
Time	6:30 pm	Time:			
Location:	Cheri's House	Location:			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Attendance Present: Kristen Bell President Debbie Mistele Corresponding Sec Jackie Sklenar VP Horizon Brad Schlaikowski Treasurer Deb Tuttle ASA VP Cheri Schaefer Recording Secretary Laurie Fernandez PLE VP </td> <td style="width: 50%; padding: 5px;"> Absent </td> </tr> </table>				Attendance Present: Kristen Bell President Debbie Mistele Corresponding Sec Jackie Sklenar VP Horizon Brad Schlaikowski Treasurer Deb Tuttle ASA VP Cheri Schaefer Recording Secretary Laurie Fernandez PLE VP	Absent
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Item #	Action Item	Who	Resolution	Expected Completion Date	Complete
1.	Develop first draft of Board Training manual.	Kirsten		1/09	
2	Find someone to conduct a financial book review.	Brad	Julie Johnson will do review. Date TBD	TBD	
3.	Put together a schedule for reviewing event summaries.	Kirsten		2/09	
4.	Research potential to partner with other PTO's for parent series.	Deb			
5.	Summarize most popular items sold this year at fundraiser.	Brad		1/09	
6.	Contact Dave Schill regarding table to sell Country Springs tickets at basketball games.	Deb		1/09	
7.	Book gym for BWS for Dec. 5, 2009	Debbie		1/09	X
8.	Get quote on E and O insurance	Kirsten		3/09	

1. Minutes from December Board meeting – please review and come with any updates
2. **VP Updates**
 - a. PLE – Laurie
 - b. Horizon – Jackie
 - c. Asa – Deb
3. **Treasurer Updates – Brad**
 - a. Budget
4. **Corresponding Secretary Updates- Debbie**
 - a. **PTO News**
 1. Remember to send Debbie any info
 1. Open board positions
5. **Website Updates- Greg**
 - a. New format up and running

- b. Post open board and chair positions
- c. Any other updates?

6. Review of Events/Procedures/Duties

- a. Additional Promotion of PTO Today Award
 - 1. When? How?
- b. Review Bylaws
- c. New Board Member Manual
 - 1. Briefly review
 - 2. Take home and review for discussion at next meeting
- d. Jewelry and other gift items from KB
 - 1. Make decisions on what to do with items
- e. Fundraiser for next year
 - 1. Discuss meeting with Innisbrook and GA lunch
 - 2. Review expectations for either company and contract
 - 3. Vote or develop next step to a vote

7. Upcoming Events/Procedures/Duties

- a. Kindergarten Round Up March 20th
 - 1. Kirsten and Laurie usually speak at (nice to have new Prez and VP if possible)
 - 2. Pass out notepads
 - 3. Volunteer opportunities
 - 4. Introduce fundraiser?
- b. Teacher Appreciation Luncheon March 27th, 2009
 - 1. How is hospitality doing?
- c. Open Positions
 - 1. Open Chair Positions
 - 1. How do we want to advertise these
 - 2. Open Board Position all 2 year terms
 - 1. PLE VP
 - 2. Corresponding Sec.
 - 3. Treasurer

8. Roundtable

- a. How about a changing table in one of the bathrooms?

9. Next Meeting

- a. Invite chairs to give update on Sock Hop