

## August 17, 2009 PTO Executive Board Meeting Minutes

Monday, August 17, 2009

Call to order at 6:00 p.m.

### Attendees:

President – Johnna Miller

Vice President – Becky Youman

Secretary – Kristi Bigelow

Treasurer – Robyn Arnell Brenden

Volunteer Coordinator – Jenn Serlin

Homeroom Coord. K-3 – Susan McCartan

Homeroom Coord 4-6 – Jane Roybal

Site Council Liaison – Jocelyn Ross

### Welcome Back Friday Feedback

Suggestions were to provide a map of the classrooms, need additional signage at the front (by the kindergarten rooms), link a raffle to the PTO sign-up, laminate poster boards for the tables that will stay the same every year, PTO Board need name tags (first name and board position), need more space at the volunteer table; add child, grade & class to track volunteer sign-up sheets; need an orientation for new PTO board members and volunteers for the event; need prices for sale items; get a dad to mow the area in front of school before the event; need at least three people assigned to the t-shirt table; have adults man the sno-cone station.

### Back to School Nights – August 19 (K-3) and August 20 (4-6)

Need volunteers to help with information tables – shirt sales outside, volunteer sign-ups, need an older grade parent to man the shirt sales on Wednesday. Michelle or Johnna will speak.

### Review and approve budget

We will hold a conference call prior to the next Executive Board meeting to review the draft budget for the 2009-10 school year. The final budget will be reviewed and approved by the Executive Board prior to the September 2, 2009 General Meeting.

### Donuts for Dads

Joe Rodriguez is the event chair. Discussed budget for event; Robyn to confirm spend for prior year before approving event budget (\$250 - \$300 range). Michelle will assist with the event and focus on recruitment for Dusty Dads.

### Advertising Sales

Johnna to send Becky potential contacts of organizations that have supported Pueblo in the past, and may be interested in advertising in the directory.

### Constant Contact Renewal

Constant Contact was renewed for the year (\$215 annual fee).

### E-scrip Cards

Marnie Wilking has offered to head up e-scrip. Marnie will present at the September Executive Board Meeting. Jane will share the presentation materials with the Executive Board prior to the meeting.

### New meeting place

We will continue to meet in the Library.

### Review Agenda for General Meeting

The Executive Board discussed the standing agenda for the monthly PTO meetings, including ideas for increasing participation by the general membership. After lengthy discussion, the topic was tabled for the next meeting.