

## September 16, 2009 PTO Executive Board Meeting Minutes

Wednesday, September 16, 2009

Call to order at 7:06 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

Principal's Representative – Laralyn Galizia

We discussed doing something for the Blackburn girls who recently lost their mother. The Board decided to order food from a pre-package service and have it delivered to the house as well as prepare gift bags for the 2 girls. Robyn will place the meal order; Sue will purchase the gift bags.

### Items tabled from last meeting:

#### PTO Directional Discussion

We are running the PTO as a business and we need to trust that everyone has the children's interest in mind. We need to be respectful of everyone who wants to help – we are all volunteers.

#### Expenditure Approval Limits

The Executive Board discussed amending the Bylaws to reduce individual officer expenditure approval limits from \$250 to \$150 and to raise the Executive Board spending threshold to \$1,000, subject to a 2/3 majority vote by the Executive Board. These changes were unanimously approved by the Executive Board and Revised Bylaws will be presented to the membership by Jane Roybal at the next General meeting for approval.

#### Board General Meeting Frequency/Agenda

Executive Board Meetings will typically be held from 4:45 to 5:45 p.m. prior to the General Meetings. The Executive Board Meetings are open to the public. Minutes for these meetings will also be posted on the Pueblo PTO website.

#### Yearbook Fund

We believe that the Yearbook does not need a holding account – the income and expenses will be budgeted line items, and sufficient funds will be set aside to prepay the cost of the yearbooks.

### Items for Motions/Approvals:

#### Revised Budget

The Executive Board approved the attached budget and it will be presented at the next General Meeting. The budget will be posted to the PTO website.

#### Masterpiece Art Program

The Board unanimously approved the proposed budget of \$590, which does not include purchasing lock hardware.

#### Scrip/Credit Card Program

The Board unanimously approved moving forward with the GL Scrip Program which is forecasted to result in \$1,000 in income to the PTO. Marnie will lead the effort. The ladies in the front office will do distribution for us. Robyn will review the financial agreement before we send the check to activate the account.

### New Business

#### Cookie Dough

Money will be counted on Saturday, September 26<sup>th</sup> and Laralyn will deliver the deposit to Robyn that day. Laralyn will need a check on November 17<sup>th</sup> to pay the cookie dough company.

**Arts in Education Chair for Pueblo**

Becky will serve as point person on the Board for Monique.

**October PTO Meeting**

Scottsdale Prevention Institute will speak at the end of the meeting. We will let attendees know that the Saguaro Complex K-3 Override meeting at Saguaro is occurring concurrently with our PTO Meeting.

**Scottsdale Parent Council/Yes for Children PAC**

They are asking for donations from all PTOs to help fund the campaign. The Board unanimously approved a \$500 contribution. We will send out an e-mail blast to the membership letting them know that we made a special decision to donate to the PAC.

**Filling 2<sup>nd</sup> Vice-President Position**

The Board has the authority to vote to fill the position. We will discuss and vote at the next Board meeting. We will post the call for nominations in the next Pueblo Press.