

# Executive Board Meeting Minutes

Date: October 11, 2016

Time: 2 pm

Present: Kelley Brunner, Heather Smith, Christian Becker, Susan Fraioli, Leslie Miller, Laura Wintemute, Janice Osieja

Absent: Lisa Ablen, Janet Schwertley



<p>5 minutes</p>	<p><b>Budget</b></p> <p>Made \$300 from Zzeek’s Family Dinner Night Susan is having difficulty tracking printing orders. Going forward, please add a comment in the notes so that Susan can assign to proper committee. Printing costs will come from individual committee costs. Susan will need additional time to properly classify. Library has been issued their check for \$2500. Student Council has raised \$73 from the Mother/Son Pirate Adventure. They were also given \$100 per vote. We are not sure how much money was raised from Jimmy and Joe’s, but it typically takes about two months to receive the check back to the school. We have to pay out about \$6200 for teacher grants. \$300 classroom grant voted for Sarah Elliott.</p>	<p>Susan Fraioli, Treasurer</p>
<p>10 minutes</p>	<p><b>Board Communication</b></p> <p>It has become an issue that communication is not happening in a timely manner. Per the by-laws, emails must be responded to within 24 hours. Emails must also be directed to the appropriate people. This helps to avoid congested emails.</p> <p>Per the by-laws committee chairs must also present their event proposals 30 days before the event is to occur.</p>	<p>Christian Becker, Co-President</p>
<p>5 minutes</p>	<p><b>Dads and Doughnuts/Moms and Muffins/Talent Show</b></p> <p>Originally, when the budget was set for last year, both Dads and Doughnuts and Moms and Muffins were removed from the calendar. They were then brought back by two families who were willing to self-fund the events. After some discussion, it was decided that these events would be cancelled again and removed from the calendar.</p>	<p>Christian Becker, Co-President Janet Schwetley, Co-Vice President, Laura Wintemute, Secretary</p>

	<p>Because this event has no volunteer signed up yet, Susan has proposed that we consider cancelling the talent Show and instead focus on the 30<sup>th</sup> Birthday Celebration Event. Susan will email the board members who were not present to give them time to think about this and we will bring it up again next meeting and vote members. There are also currently no volunteers signed up for the Father/Daughter Dance. Susan also suggested that we send an email to the community to recruit volunteers for this event.</p>	
10 minutes	<p><b>Basket Auction</b></p> <p>Christian will be chairing this event with Janet this year. Format will be changed to raffle style instead of auction. Christian has previously supported a similar style event at God's Garden Treasures, a nearby preschool, which does a basket raffle. May still have bidding on the big ticket items.</p>	Janet Schwertley, Co-Vice President
15 minutes	<p><b>Read-A-Thon</b></p> <p>Janet was not present to speak about this event. This event and the tasks involved for this event will now be placed on a timeline. If the tasks are not completed by the assigned dates, then this event will be rescheduled.</p>	Janet Schwertley, Co-Vice President
5 minutes	<p><b>November Community Meeting</b></p> <p>Meeting will be 11/15 at 6pm. Kelley will reach out to Dr. Vessley to attend this meeting. Want childcare for this event. Heather will reach out to Student Council to see if they can offer childcare. We will alternate times for the community meetings.</p>	Christian Becker, Co-President
5 minutes	<p><b>Community Survey</b></p> <p>In order to get the community invested in the PTO, we would like to go directly to the community to find out their thoughts. Christian has created a sample survey through Survey Monkey to send out to the community. The board agreed that this is a great idea. Christian will create the email with the link and the teachers can forward to their families.</p> <p>Going forward, Christian proposed that we ask families to opt out of receiving emails versus signing up for emails.</p> <p>A separate survey has been created for teachers as well. Heather will send out to staff via email out</p>	Christian Becker, Co-President