

MEMBERSHIP MEETING – CENTENNIAL MIDDLE SCHOOL PSO

Meeting Minutes For: Tuesday, February 21, 2017

Next Meeting: The rest of meeting for 2017 (March, April, May) - CANCELLED

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO BOARD					
<i>Present</i>	<i>Name</i>	<i>Board Role</i>	<i>Present</i>	<i>Name</i>	<i>Board Role</i>
X	Mike Macken	Assistant Principal	X	Gail Willenbring	Co-Secretary
X	Tracy Belcher	President			
X	Kris Cardille	Vice Presiden			
PSO MEMBERSHIP					
<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>
X	Kellie Hermes	X	Amy Matteson		
X	Chris Andresen	X	KellyJo McDonell		

Call to Order:

Meeting called to order at 6:32PM by Tracy Belcher.

Prior Minutes:

1. January 17, 2017 Minutes – Gail Willenbring approved these minutes and Kris Cardille 2nd. All present said “aye”. The minutes can be found out on www.cmspspo.com. NOTE – there wasn't a December meeting.

Principal Steven's Update:

Treasurer's Report:

1. December/January results – Dana Andresen posted on the PSO website
2. Cougar Fund Drive – see Dana Andresen's spreadsheet posted on the PSO website
3. Scrip – see Dana Andresen's spreadsheet posted on the PSO website
4. Box Tops – see Dana Andresen's spreadsheet posted on the PSO website

Unfinished Business:

Committee Updates:

1. Staff Appreciation (Feb. 6th-10th)
 - a. Final Results - Kris Cardille indicated that all CMS staff had an awesome experience!
2. Art Show
 - a. Bob Stevens will ask Beth Bakken if it is possible to email just the art students' parent list linking to the PSO.
 - b. Investigate Google Form as a bidding tool for Art Show – Paper form will be used and not the Google Form.
 - c. Donations of frames are steadily coming in.
 - d. KellyJo McDonnell – the posters and brochures are all completed.
 - e. KellyJo and Dana Andresen talking with the Art Teachers about the logistics.
 - f. Gail Willenbring will look at the 3M Company Store for 3M Command Products.
3. Cougar Me Fun Run
 - a. Will be held, Saturday, May 13th instead of Saturday, May 20th.
 - b. Kelly Thurmes will coordinate all aspects of the Color Run (i.e. meetings, contacting Paul Wiehe for signage).
 - c. Tracy Belcher will look into getting the same DJ as in 2016.
 - d. Dana Andresen is working on a “Budgeting” and “To Do” spreadsheets as well as registration forms. She believes that individuals can register directly from the PSO Website.
 - e. Dana Andresen will coordinate a date for the initial meeting and will contact Chris (?) about the t-shirts).
 - f. Fire Department support is all set

4. Facebook Traffic
 - a. Dana Andresen will post a video on the Art Show for boost to FB.

Updates:

1. Planners for the 2017-2018 school year (Kellie Hermes request).
 - a. Tabling for the March BOD meeting.
 - b. Planner information from Kellie.
 - i. Needs I believe the planner will meet – 1) Access to affordable planners; 2) These planners are very efficient and well-organized.
 - ii. Planner Company is Academic Planners Plus
 - iii. Planner Cost – 1) \$2.80 for a custom planner (2.40+.40 for shipping). This includes a designed front cover with our school name on it. This planner ships in up to 6 weeks; 2) \$3.01 for stock planner (2.61+.40 for shipping). This planner ships in about a week.
 - iv. Pricing options could be to sell at cost, \$3.00, \$4.00 or \$5.00.
 - v. Minimum Order needs to be 200. Cost of 200 = \$560.00. If sold at \$5 we would need to sell only 112 to break even.
 - vi. Potential profit for selling planners at \$5.00. 1) 200 planners \$440 (Mike Macken suggested to start here if we decided to go this route); 2) 400 planners \$880; 3) 600 planners \$1,320; 4) 800 planners \$1,760; 5) 1000 planners \$2,200.
 - vii. Profit could be used in many ways. 1) Helps kids in need with the problem of not having a planner; 2) Could give some to H2O for Life; 3) Could use in accordance with any other PSO Initiative.
 - viii. Ways to order – 1) Kids pre-order by May 26th and we order by first week in June; 2) We buy ahead of time and sell at Open House and class schedule pick-up.
 - ix. Mike Macken will look into when materials are due - UPDATE – “I have a quick follow up piece of information regarding the planner/agenda discussion. Beth informed me that the materials list is typically put on the school’s website after the last day of school. Paper copies are also sent to Walmart and Target in June. The materials list will have the following statement on it, “Agendas are recommended, but not required.” If the PSO decides to go in the direction of selling agendas, we could add a link on the school’s website or the url to the actual document. No pressure, just wanted you to have the information”
2. CMS Book Fair Chairperson request (resources and programming discussion). Sarah Florin, CMS Media Specialist, is alone in the Learning Commons right now and she will have to discontinue 2 Book Fairs unless someone steps up to chair this.
 - a. Does the PSO want to sponsor a Book Fair Chair?
 - b. Bob Stevens and Tracy Belcher may have two people in mind will get back to the Board on this.

New Business:

Action Item Follow Up:

Updated Action Items:

1. Secretaries will complete minutes and forward to Treasurer for posting on website.
2. Treasurer will post minutes.

Adjourn Meeting:

Meeting was adjourned at 7:12PM.

Respectfully Submitted,
Judie Offerdahl and Gail Willenbring
CMS PSO Co-Secretaries