

**EXECUTIVE BOARD OF DIRECTORS MEETING – CENTENNIAL MIDDLE SCHOOL PSO**

**Tuesday, October 18, 2016**

**Next Meeting: Tuesday, November 15, 2016**

Presiding Officer: Tracy Belcher, President

<b>PSO EXECUTIVE BOARD</b>					
<i>Present</i>	<i>Name</i>	<i>Board Role</i>	<i>Present</i>	<i>Name</i>	<i>Board Role</i>
X	Tracy Belcher	President	X	Kris Cardille	Vice President
X	Dana Andresen	Treasurer	X	Gail Willenbring	Co-Secretary
X	Mike Macken	Assistant Principal			

**Call to Order:**

Meeting called to order at 7:40AM by Tracy Belcher.

**Action Item(s) Follow Up:**

- ~~1. Kristin Marshall will send us an update email on the Technology Cart info (last total cart cost was \$8,700).~~
- ~~2. Mike Macken said for us to ask the secretaries to assist if we need to make small copy requests. Anything with color or bulk will be outsourced to Image Printing~~
- ~~3. Bob Stevens confirmed Brian Dietz speaker topic and convey a 30 minute time slot at meeting.~~
- ~~4. Dana Andresen following up on laptop. No laptop is needed.~~
- ~~5. Bob Stevens will send phot of 20 year Teachers to PSO. Bob is sending to Beth Bakken as a reminder for teachers to wear their 20 year t-shirts on November 1<sup>st</sup> and 3<sup>rd</sup>. Parent/Teacher Conferences.~~
6. Dana Andresen will send updated Passive Fundraising presentation to Mike Macken for staff distribution.
7. Dana Andresen will review BidPal site for possible use in Art Show silent auction. And, Mike Macken will ask Beth Bakken about the parent list.
- ~~8. Art show frame collection. PSO collection box in office? Staff lounge? Other options?~~
- ~~9. Tracy Belcher will coordinate with Louise Burque to update cafeteria bulletin board. As of 10/18/16 bulletin board is up and good feedback.~~

**Treasurer’s Report:**

1. N/A will be presented at Membership Meeting on November 15<sup>th</sup>.
2. Dana Andresen gave an update on the Cougar Fund Drive, as of 10/18/16, there have been \$550+ in donations.
3. Tracy Belcher will check on Scrip monies. The physical gift cards for Black Friday orders will need to be submitted by Sunday, November 13<sup>th</sup> so Tracy can get them turned in by Monday, November 14<sup>th</sup>. Dana Andresen suggested maybe setting up a goal i.e. \$200 in commissions for Black Friday sales.

**Unfinished Business:**

1. Mike Macken will contact Brian Dietz’s secretary, who is a guest speaker at the 10/18 Membership meeting. Will verify his attendance, his time slot and his topic.
2. Mike Macken sent out an email to the staff that the Box Top Contest email status. Dana Andresen gave Mike an update on the envelope drop-off and he will speak with the CMS secretarial staff, but in the meantime they will need to be given to Mike.
3. The Art Show staff meeting is scheduled for Wednesday, November 23<sup>rd</sup>. The staff did meet with Bob Stevens and everything looks like it’s a “go”. The BOD will talk with Kelly Jo McDonnell before the Membership meeting 10/18.

**Updates:**

1. Internet Safety Night – Tracy Belcher looking at Tuesday, November 29<sup>th</sup> will contact Treina Peterson so that she can confirm with her sergeant that this date will work. Dana Andresen will work with Eric Webster to schedule this night at the CMS Auditorium, it was also suggested that we could use the CMS Choir room.
2. Staff Appreciation – Kris Cardille created the website on Signup Genius for people bring in food items. Gail Willenbring will update the CMS “In the Know” (10/29) PSO section and send to Beth Bakken Wed. 10/26/16 for publication. She will also create a separate email for an email blast to the parents for Beth to send out on Mon.

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10/24/16. Dana Andresen asked Mike Macken to check on the 60 gift bags we are to receive to distribute to staff in February.

3. Cougar Fund Drive – Dana Andresen sent an email with attached flyers to be distributed out in the community.
4. Office 365 update – Dana Andresen is looking to setup a meeting on Friday, November 11<sup>th</sup> from 2PM-4PM at Dana's house. Gail Willenbring will check with Judie Offerdahl to see if she would be able to attend.

**New Business:**

1. PSO Info Table:
  - a. Mike Macken will contact Paul Wiehe to create 4 posters for the PSO (Amazon Smile, Script, Facebook, and Cougar Fund Drive). Mike will also see if we can get a sample cart so people can see what we are doing with the funds. Also, get a locked donation box.
  - b. Plan on doing a raffle drawing – People can do any one of the following (or all 3) to qualify for a \$25 Barnes and Noble gift card and 2 more gift cards (\$25 and \$50) to be determined = Comment/Like, send in a donation or enable a Script account.
  - c. Dana Andresen will be present on both November 1<sup>st</sup> and 3<sup>rd</sup> to help train the 2<sup>nd</sup> person on how to use the credit card swiper.
2. Facebook – Dana Andresen put an ad out on the FB page and we doubled our FB traffic since. She recommended an additional ad and Board decided to ask membership for input. She also added two apps to the website to drive traffic to FB page.

**Updated Action Item(s):**

1. Gail Willenbring will complete minutes and send to BOD for review and posting.
2. Dana Andresen will post minutes on website.
3. Dana Andresen will send updated Passive Fundraising presentation to Mike Macken for staff distribution.
4. Dana Andresen will review BidPal site for possible use in Art Show silent auction.
5. Mike Macken will ask Beth Bakken if it is possible to email just the art students' parent list.
6. Mike Macken to check on the 60 gift bags PSO was to receive to distribute to staff in February.
7. See membership minutes for remaining action items.

**Adjourn Meeting**

The meeting was adjourned at 8:33AM.