

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

Tuesday, October 6, 2015

**Next Meeting: Tuesday, November 10, 2015**

Presiding Officer: Tracy Belcher, President

**Call to Order****Prior Minutes****Action Item Follow Up:**

1. ONGOING Email Dale Schuster and cc: Bob Stevens for table request. Event contact/Tracy Belcher until assigned
2. ONGOING Complete equipment request two weeks prior. Program contact/Dana Andresen until assigned
3. ~~IN PROGRESS Complete CMS PSO calendar and forward to Beth Bakken. — Dana Andresen~~
4. ~~Draft volunteer needs document outlining roles and responsibilities and sort by urgency. — Dana Andresen~~
5. ~~Set up coordinator roles/needs and remaining tabling needs on sign up genius. — Tracy Belcher~~
6. ~~Return CMS PTA records to MN State PTSA office in Roseville; identify where remaining 3 boxes will go. — Tracy Belcher~~
7. ~~Create volunteer and meeting sign up forms. — Dana Andresen~~
8. ~~Revise standing rules document — Dana Andresen~~
9. ~~Post agenda, minutes, founding documents on cmspsso website — Dana Andresen~~
10. ~~Finalize and submit In the Know weekly update — Dana Andresen~~
11. ~~Coordinate short meeting with Terina Peterson at Lino Lakes PD to finalize Internet Safety/Technology Considerations program. Set for Monday 9/1/2015 prior to Exec. Board Meeting. — Tracy Belcher~~
12. ~~Set up PayPal account. — Dana Andresen~~
13. ~~Submit Facilities use form to Kathy Johnson at ISD12 for Art Expo/Silent Auction — Dana Andresen~~
14. ~~Contact Cindy Hinman for auditorium tech ability list and to set up 3 CMS PSO programs (September and November) — Dana Andresen~~

**Treasurer's Report:****Unfinished Business:**

1. Reimbursement for \$90 State incorporation fee request approval for reimbursement to Dana Andresen
2. Race to Nowhere Program
3. Volunteer needs:
  - a. Board positions
    - i. Current possibilities
  - b. Volunteers for info table for Drug/Alcohol Prevention program
4. Sponsor program

**New business:**

1. Cougar Fund Drive
  - a. Ideas for exposure and communicating to community and parents

**Updates:**

1. IRS determination letter received and nonprofit status is effective as of 8/24/2015.
2. Internet Safety Program recap/feedback
3. CMS PSO now has a phone line at CMS for voicemail. 763-792-5680 f/u with Beth Bakken for instructions.

**Updated Action Items:**

1. ONGOING Email Dale Schuster and cc: Bob Stevens for table request. Event contact/Tracy Belcher until assigned
2. ONGOING Complete equipment request two weeks prior. Program contact/Dana Andresen until assigned
3. F/u with Beth Bakken for voicemail instructions

**Adjourn Meeting**