

**DRAFT – PENDING EXECUTIVE BOARD APPROVAL****EXECUTIVE BOARD OF DIRECTORS MEETING – CENTENNIAL MIDDLE SCHOOL PSO**

Meeting Minutes For: Tuesday, 10/6/2015, 6:15pm

Next Meeting: Monday, 11/11/2015, 6:00pm

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

<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	Dana Andresen	Sec./Treasurer			
X	Bob Stevens	Principal			

**Call to Order**

Meeting called to order at 6:15pm by Tracy Belcher.

**Prior Minutes**

Dana Andresen motioned to approve prior minutes, Tracy Belcher seconded the motion. Motion carried unanimously.

**Action Item Follow Up: \*All prior action items completed**

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. ~~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 emspso 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**

Dana Andresen presented the Treasurer's report. She commented that over \$1,000 has been raised to date with minimal resources. She will use a simplified report format and provide the following information monthly:

- September
  - donations \$810.00
  - expenses \$422.76 which included \$400 federal nonprofit application fee
  - net income \$387.24
  - checking account balance \$387.24
  - October donations to date \$245.00

Dana Andresen raised a question regarding thanking donors with the recommendation that it is done in some manner. Both Tracy Belcher and Bob Stevens agreed. Bob's suggestion was to procure thank you cards through the school and will provide a sample by next meeting. The board can then sign cards at the meeting each month to be sent out to donors.

**Unfinished Business**

1. Reimbursement request for \$90 State incorporation fee to Dana Andresen was submitted and approved. Tracy Belcher issued check for reimbursement.
2. Race to Nowhere Program – discussed ideas to promote the screenings within the community. Craig's list, Quad Press and other newspapers. Bob Stevens recommended contacting Elementary Parent Groups. He will also follow up with Mary Macken to discuss program content and have her follow up with leadership.
3. Volunteer needs status was provided to Bob Stevens – PSO still seeks board members and assistance with volunteer follow up. Bob Stevens extended CMS volunteer coordinator, Kris Kottke to assist in calling PSO volunteers. Dana Andresen to follow up.
4. Sponsor program discussion was tabled due to time constraints

**New business:**

1. Cougar Fund Drive was briefly discussed with both Tracy Belcher and Dana Andresen updating Bob Stevens on current promotion efforts. Tracy Belcher inquired as to contacting Paul Wiehe to print posters for the PSO promoting the fundraiser. Bob Stevens extended support for this avenue and instructed Tracy Belcher to email Paul Wiehe and to copy him on the email.

**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. Email Paul Wiehe to print posters for Cougar Fund Drive. Tracy Belcher
4. Look into thank you cards from PSO/School to thank donors. Provide sample to board. Bob Stevens
- ~~5. Contact Kris Kottke to assist with volunteer follow up phone calls. Dana Andresen~~
- ~~6. Race to Nowhere promotion; Craig's List, Local Newspapers, Elementary Parent Groups. Dana Andresen~~
- ~~7. Follow up with Mary Macken regarding Race to Nowhere to then follow up with leadership. Bob Stevens~~
- ~~8. Follow up with counselors and provide program info/materials. Dana Andresen~~

**Meeting adjourned:**

The meeting was adjourned at 6:35pm.

Attached: 9/2015 Treasurer's Report, Income Statement, Balance Sheet

Respectfully Submitted,

Dana Andresen, CMS PSO Secretary

9/2015 Treasurer's Report

	<b>Income</b>
General/donations to apply for nonprofit status	\$465.00
Cougar Fund Drive	<u>\$345.00</u>
	<u>\$810.00</u>

	<b>Expenses</b>
Nonprofit application fee	\$400.00
Checks	\$14.15
PayPal fees	<u>\$8.61</u>
	<u>\$422.76</u>

Net Income \$387.24

Checking account balance: \$387.24

October income to date: \$245.00

4:16 PM

Centennial Middle School Parent Support Organization

Balance Sheet

10/06/15

As of October 6, 2015

Accrual Basis

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	Oct 6, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1400 · USBank Checking Account	387.24
<b>Total Checking/Savings</b>	387.24
<b>Other Current Assets</b>	
1700 · Due from PayPal	295.00
<b>Total Other Current Assets</b>	295.00
<b>Total Current Assets</b>	682.24
<b>TOTAL ASSETS</b>	<u>682.24</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	682.24
<b>Total Equity</b>	682.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>682.24</u>

## Centennial Middle School Parent Support Organization

## Profit &amp; Loss Detail

10/06/15

September 2015

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4300 · Direct Public Support</b>							
<b>4330 · Individual Contributions</b>							
Sales Receipt	09/04/2015	1	Anonymous	Donations via ...	1200	Undepo...	150.00
Sales Receipt	09/04/2015	2	Dana & Chris Andre...	Donations via ...	1200	Undepo...	95.00
Sales Receipt	09/04/2015	3	Sydney Andresen	Donations via ...	1200	Undepo...	75.00
Sales Receipt	09/04/2015	4	Tracy Belcher	Donations via ...	1200	Undepo...	145.00
Sales Receipt	09/25/2015	6	Julie Gray	Donations via ...	1200	Undepo...	20.00
Sales Receipt	09/25/2015	7	Lee Leibke	Donations via ...	1200	Undepo...	50.00
Sales Receipt	09/25/2015	8	Lynn Branch	Donations via ...	1200	Undepo...	25.00
Sales Receipt	09/26/2015	9	Jennifer Wenzel	Donations via ...	1200	Undepo...	50.00
Sales Receipt	09/27/2015	10	Doreen Kangas	Donations via ...	1200	Undepo...	100.00
Sales Receipt	09/29/2015	5	Jennifer & Stephen ...	Donations via ...	1200	Undepo...	100.00
Sales Receipt	09/30/2015	11	Susan Farley	Donations via ...	1200	Undepo...	50.00
Total 4330 · Individual Contributions							860.00
Total 4300 · Direct Public Support							860.00
Total Income							860.00
<b>Expense</b>							
<b>6000 · Business Expenses</b>							
<b>6010 · Business Registration Fees</b>							
General Journal	09/04/2015	2		To record fee...	1400	USBank...	400.00
Credit Card Charge	09/22/2015	40-74...	Walmartchecks.com	Check order	2300	USBank...	14.15
General Journal	09/30/2015	1		To record Pay...	1700	Due fro...	8.61
Total 6010 · Business Registration Fees							422.76
Total 6000 · Business Expenses							422.76
Total Expense							422.76
Net Ordinary Income							437.24
<b>Net Income</b>							<b>437.24</b>

4:14 PM

Centennial Middle School Parent Support Organization

Profit & Loss Detail

10/06/15

September 2015

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Accrual Basis

Balance

150.00  
245.00  
320.00  
465.00  
485.00  
535.00  
560.00  
610.00  
710.00  
810.00  
860.00  
  
860.00  
  
860.00  
  
860.00

400.00  
414.15  
422.76  
  
422.76  
  
422.76  
  
422.76  
  
437.24  
  
437.24