

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

Meeting Minutes For: Tuesday, 11/10/2015, 6:05pm

Next Meeting: Tuesday, 12/01/2015, 6:00pm

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO EXECUTIVE BOARD					
<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 6:05pm by Tracy Belcher.

Prior Minutes

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

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~~

Treasurer's Report

Dana Andresen presented the Treasurer's report. She explained income and sources and expenses and sources. She elaborated that when in-kind donations are received the corresponding expense is recorded in the same month which is a net zero effect on the income statement. \$1,625 raised for Cougar Fund Drive to date with minimal resources. Following updates provided:

- October
 - donations \$1,772
 - expenses \$255 which included postage and in-kind expenses (per GAAP)
 - net income \$1,517
 - checking account balance \$1,954
 - October donations to date \$147

Dana Andresen noted that a budget was in process and will be presented at December meeting. October revenue was double prior month total, and an account would be opened to transfer temporarily restricted funds for the Media Center project.

Unfinished Business

Volunteer needs discussed Board positions and absence of response by M. Montgomery. Will table this appointment for the time being. Currently looking at two other candidates. Dana Andresen mentioned Kelly Jo Thurmes as the Art Expo coordinator and meeting with Kelly Thurmes for Color Run coordinator.

Supply request program was discussed. Dana Andresen requested the name of the staff with whom the board could speak regarding documenting the program. Bob Stevens named Kristin Marshall. Dana and Tracy will schedule meeting with Kristin to finalize program content. It was clarified that Box Tops and Labels for Education will fund Supply Request program. Tracy Belcher requested time at the staff meeting and Bob Stevens confirmed. Tracy will email Beth Bakken to be placed on agenda for both staff and para November meetings.

Color run questions were posed to Bob Stevens regarding dates, where, any goals/vision of the event with applicable feedback.

New business:

Thank you cards were signed by board and Bob Stevens. Thank you cards up to date through first week of October.

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New Business (cont.)

Discussed identifying dates for events for 2016-2017 school year, repeating the events as named this school year. Board will present proposed dates at 12/01/2015 meeting. This transitioned into the poll results and potentially adding a family science night or combining with the art expo. Bob Stevens will discuss with 6th grade science and STEM faculty. The recommendation was made to possibly continually play the Race to Nowhere screenings during parent teacher conferences. Board will look to transition this during February 2016 conferences. Dana Andresen mentioned moving membership/Board meetings to 2nd or 3rd Tuesday to allow for completion of financials.

Updates

Discussed Tracy Belcher and Sara Florin presenting at membership meeting. Briefly outlined Labels for Education impact to Supply Request program and adding AmazonSmile as additional funding. Board provided Bob Stevens a recap of Race to Nowhere. Dana Andresen noted that financials may not be complete for the 12/01/2015 meeting due to month end and meeting date.

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. ~~Dana Andresen will set up meeting with Kristin Marshall to finalize content for Supply Request program.~~
4. ~~Tracy Belcher will set up presentation times at November staff and para meetings with Beth Bakken.~~
5. Bob Stevens will contact 6th grade science and STEM teachers regarding science night.
6. Dana Andresen will contact Schwan's to transfer to new org.
7. Dana Andresen will establish budget for approval by 12/01/2015 meeting.
8. Dana Andresen will identify proposed program dates for 2016-2017 school year.

Meeting adjourned:

The meeting was adjourned at 6:34pm.

Attached: 10/2015 Treasurer's Report, Income Statement, Balance Sheet

Respectfully Submitted,

Dana Andresen, CMS PSO Secretary

10/2015 Treasurer's Report

	Sept. Income		Oct. Income	YTD Income	October Comments
General/donations	\$465	General/donations (incl. in-kind, interest)	\$147	\$612	\$0.03 interest; \$32.25 Scrip, \$25.10 Schwan's; In-kind donations of \$25 Office Max Gift card and 2 - \$30/half hour massage gift certificates for Dockter/Lutz Chiropractic in Circle Pines (staff appreciation?)
Cougar Fund Drive	<u>\$395</u> <u>\$860</u>	Cougar Fund Drive	<u>\$1,625</u> <u>\$1,772</u>	<u>\$2,020</u> <u>\$2,632</u>	Cougar Fund Drive to date is at \$2,160
	Expenses		Expenses	Expenses	
Nonprofit application fee	\$400	State incorporation	\$90	\$490	Reimbursement for payment in July by D. Andresen
Checks	\$14	Postage, envelopes, labels, record the in-kind gift card exp.	\$146	\$160	Office Max GC used and \$4.97 donated by D. Andresen to complete purchase of labels and envelopes. In-kind expenses are recorded in the month received to net a zero effect per GAAP.
PayPal fees	\$9	PayPal fees	\$19	\$28	Verified by PayPal; now receiving lower rate.
	<u>\$423</u>		<u>\$255</u>	<u>\$678</u>	
Net Income:	<u>\$437</u>	Net Income:	<u>\$1,517</u>	<u>\$1,954</u>	
Checking account balance:	<u>\$387</u>	Checking account balance:	<u>\$1,954</u>		
October income to date:	<u>\$245</u>	November income to date:	<u>\$147</u>		4 PayPal donations, one Scrip deposit.

General notes:

September report revised to actual \$395 for Cougar Fund Drive and all relevant totals.

We will be transferring half the proceeds from the Cougar Fund Drive into a Temporarily Restricted account for donation to the Media Center Renovation project at the end of the school year.

Balance SheetAs of October 31, 2015

	Oct 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1400 · USBank Checking Account	1,174.35
Total Checking/Savings	1,174.35
Other Current Assets	
1200 · Undeposited Funds	515.10
1700 · Due from PayPal	265.00
Total Other Current Assets	780.10
Total Current Assets	1,954.45
TOTAL ASSETS	<u>1,954.45</u>
LIABILITIES & EQUITY	
Equity	
Net Income	1,954.45
Total Equity	1,954.45
TOTAL LIABILITIES & EQUITY	<u>1,954.45</u>

Centennial Middle School Parent Support Organization

11/09/15

Monthly P&L Detail CMSPSO

Accrual Basis

October 2015

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
4300 · Direct Public Support					
4310 · Corporate, Business Contr.					
Sales Receipt	10/28/2015	42	Schwan's	General donation from a...	25.10
Total 4310 · Corporate, Business Contr.					25.10
4320 · Gifts in Kind - Goods					
General Journal	10/26/2015	4		To record donation of 2 ...	60.00
General Journal	10/28/2015	6	Tracy Belcher	To record donation of Of...	25.00
Total 4320 · Gifts in Kind - Goods					85.00
4330 · Individual Contributions					
Sales Receipt	10/02/2015	12	Brent Marsolek	Donations via cash, che...	20.00
Sales Receipt	10/02/2015	13	Rebecca Burn...	Donations via cash, che...	75.00
Sales Receipt	10/03/2015	14	Kristin Larson	Donations via cash, che...	50.00
Sales Receipt	10/04/2015	15	Susan Katzke	Donations via cash, che...	100.00
Sales Receipt	10/05/2015	17	Heidi Cline	Donations via cash, che...	100.00
Sales Receipt	10/06/2015	16	Kristina Kamish	Donations via cash, che...	5.00
Sales Receipt	10/09/2015	18	Kristianna LaC...	Donations via cash, che...	30.00
Sales Receipt	10/10/2015	23	Kathleen & Jo...	Donations via cash, che...	20.00
Sales Receipt	10/11/2015	24	Sara & David ...	Donations via cash, che...	100.00
Sales Receipt	10/11/2015	25	Darson Wiege	Donations via cash, che...	25.00
Sales Receipt	10/13/2015	22	Kimberly & Da...	Donations via cash, che...	50.00
Sales Receipt	10/14/2015	43	Shop With Scri...	Income from concession...	16.00
Sales Receipt	10/15/2015	19	Jan Lehman	Donations via cash, che...	75.00
Sales Receipt	10/19/2015	20	Brian Hemr	Donations via cash, che...	100.00
Sales Receipt	10/19/2015	21	Marylee Druck	Donations via cash, che...	100.00
Sales Receipt	10/19/2015	26	Joel Stokkeland	Donations via cash, che...	20.00
Sales Receipt	10/20/2015	27	Tamie Martul	Donations via cash, che...	100.00
Sales Receipt	10/20/2015	31	Sara Langmead	Donations via cash, che...	20.00
Sales Receipt	10/20/2015	32	Daniel & Cindy...	Donations via cash, che...	50.00
Sales Receipt	10/20/2015	44	Shop With Scri...	Income from concession...	8.00
Sales Receipt	10/22/2015	30	Alicia Jones	Donations via cash, che...	100.00
Sales Receipt	10/22/2015	34	Sara Jorud	Donations via cash, che...	20.00
Sales Receipt	10/23/2015	28	Shari Boyd	Donations via cash, che...	50.00
Sales Receipt	10/23/2015	29	Yvette Harvieux	Donations via cash, che...	15.00
Sales Receipt	10/23/2015	35	Kimberly & Ke...	Donations via cash, che...	100.00
Sales Receipt	10/24/2015	37	Keri Brown	Donations via cash, che...	50.00
Sales Receipt	10/27/2015	33	Jennifer Hobday	Donations via cash, che...	100.00
Sales Receipt	10/27/2015	45	Shop With Scri...	Income from concession...	8.25
Sales Receipt	10/28/2015	38	Paul & Kelly Si...	Donations via cash, che...	20.00
Sales Receipt	10/28/2015	39	Brad & Stephe...	Donations via cash, che...	100.00
General Journal	10/28/2015	6	Dana & Chris ...	To record cash donation...	4.97
Sales Receipt	10/29/2015	40	Steve & Lisa S...	Donations via cash, che...	10.00
Sales Receipt	10/30/2015	41	Steve & Jeanni...	Donations via cash, che...	20.00
Total 4330 · Individual Contributions					1,662.22
Total 4300 · Direct Public Support					1,772.32
4600 · Other Types of Income					
4610 · Miscellaneous Revenue					
Deposit	10/30/2015			Interest	0.03
Total 4610 · Miscellaneous Revenue					0.03
Total 4600 · Other Types of Income					0.03
Total Income					1,772.35
Gross Profit					1,772.35
Expense					
6000 · Business Expenses					
6010 · Business Registration Fees					
Credit Card Charge	10/06/2015		Walmartcheck...		0.00

Centennial Middle School Parent Support Organization

Monthly P&L Detail CMSPSO

11/09/15

Accrual Basis

October 2015

Type	Date	Num	Name	Memo	Amount
Check	10/06/2015	1501	Dana & Chris ...	Reimbursement for MN ...	90.00
Total 6010 · Business Registration Fees					90.00
6000 · Business Expenses - Other					
General Journal	10/08/2015	3		To record PayPal fees fo...	10.06
General Journal	10/21/2015	7		To record PayPal fees fo...	9.06
Total 6000 · Business Expenses - Other					19.12
Total 6000 · Business Expenses					109.12
6400 · Operations					
6420 · Postage, Mailing Service					
Check	10/26/2015	1502	USPS	100 stamps, postage to ...	56.05
Total 6420 · Postage, Mailing Service					56.05
6440 · Supplies					
General Journal	10/28/2015	6		To record expense to pu...	4.97
Total 6440 · Supplies					4.97
Total 6400 · Operations					61.02
Total Expense					170.14
Net Ordinary Income					1,602.21
Other Income/Expense					
Other Expense					
6530 · Expense In Kind					
General Journal	10/26/2015	4		To record expense of 2 ...	60.00
General Journal	10/28/2015	6		To record purchase of la...	25.00
Total 6530 · Expense In Kind					85.00
Total Other Expense					85.00
Net Other Income					-85.00
Net Income					1,517.21