

AGENDA CENTENNIAL MIDDLE SCHOOL PSO MEMBERSHIP MEETING

Tuesday, December 8, 2015

Next Meeting: Tuesday, January 5, 2016

Presiding Officer: Tracy Belcher, President

Call to Order

Welcome members, volunteers, CMS Staff

Prior Minutes**Principal's Report****Treasurer's Report**

November report

Unfinished Business

1. Volunteer status
 - a. Needs:
 - i. Board, info table staffing, one primary event coordinator, multiple events planning and staffing. Possibly follow up call help, volunteer coordinator, fundraising.
 - b. Contact efforts:
 - i. 9/10/15 3 separate emails covering all volunteers sent – zero response
 - ii. Individual emails sent to those who expressed board (2) or specific program interest (3). Ultimately resulted in Social Media and Art Expo coordinator volunteers. Board interest – no response
 - iii. 9/21/15 Initial email sent to all volunteers no response.
 - iv. 9/22/15 email sent from CMS staff regarding volunteer meeting 9/29 and needs. No response, zero attendance.
 - v. Volunteer e-mail newsletter sent end of October. ~30% open/read rate. 6 clicks 4 completed surveys. No clicks to volunteer sign up.
 - vi. Divided volunteer list contact made via phone or email. Noted in communication that follow up would occur with meeting date/time.
 - vii. Email to all volunteers (12/01/15) with request for RSVP to this meeting. (9 of 31)

Updates:

1. Supply request program requests
2. Passive fundraising information on website

New business:

3. Youth As Resources
4. Volunteer discussion
 - a. PSO Overview
 - b. Programming to date
 - c. Remaining programming 2015-2016 school year
 - d. Ideas, thoughts for 2016-2017 programming
 - e. Q&A
 - f. Volunteer needs
 - g. How to best coordinate and communicate with volunteer group?

Action Item Follow Up:

1. ~~Dana Andresen will complete minutes and post on website within 14 days~~ COMPLETED IN 21 DAYS.
2. Judie Offerdahl will identify dates for elementary 5th grade parties to engage incoming 6th grade families for 2016-2017 school year. Potentially identify opportunities to distribute information during this event.
3. ~~12/01 contact school maintenance to take Cougar Fund Drive signs/banners down and store in file cabinet~~ UNASSIGNED
One lawn sign is missing – Dale does not know where it ended up, one banner shredded in the high winds leading up to Thanksgiving.

Updated Action Items:

1. Dana Andresen will complete minutes and post on website within 14 days.
2. Judie Offerdahl will identify dates for elementary 5th grade parties to engage incoming 6th grade families for 2016-2017 school year. Potentially identify opportunities to distribute information during this event.
3. Tracy Belcher will work with Paul Wiehe to reprint an outdoor banner for next school year.

Adjourn Meeting