

DRAFT – PENDING EXECUTIVE BOARD APPROVAL**EXECUTIVE BOARD OF DIRECTORS MEETING – CENTENNIAL MIDDLE SCHOOL PSO****Meeting Minutes For: Tuesday, February 16, 2016****Next Meeting: Tuesday, March 15, 2016**

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	Dana Andresen	Sec./Treasurer	X	Tracy Belcher	President
X	Mike Macken	Assistant Principal			

Call to Order:

Meeting called to order at 2:30pm by Tracy Belcher.

Prior Minutes:

Prior minutes approved.

Action Items Follow Up:

- ~~1. Dana Andresen will contact Schwan's to transfer to new org.~~
- ~~2. Dana Andresen will postpone February meeting to 2/16 to allow for budget info to be discussed; will post on website, In The Know, communicate new dates to Beth.~~
- ~~3. Dana Andresen will email Beth with March meeting date.~~
4. Bob Stevens will prepare a 20 minute budget presentation for the April 19th membership meeting to include a 10 minute Q&A.

Treasurer's Report:

Dana Andresen briefly discussed the Treasurer's report. Highlights included initial support of Staff Appreciation with 7 donations in January and two unexpected donations including Kohl's and Medtronic match from a November parent donation. Box Top check received. A holding account was opened to hold funds allocated to school specific commitments.

Unfinished Business:

Dana Andresen updated Tracy Belcher on budget items discussed at prior Board meeting.

Updates:

Box Top competition results for period 1 were shared. Staff appreciation plan and current donations discussed. The Maker Space sponsorship was communicated with progress, funds distributed, and timeline. Dana Andresen posed the question of forwarding mail June-August to avoid donation/check issues receipt for the PSO. It was agreed to pursue.

New Business:

Race to Nowhere screenings discussed and arrangements to ensure Board and administrator Q&A support at the end of each screening. Upcoming meeting topics/presentations were discussed through the end of the school year. Mike Macken brought up two items for PSO consideration including: PSO donating a basket to the Rotary event on 4/16/2016 and PSO Board to consider attending Rotary event for exposure. Mike Macken updated Board on upcoming communication to staff for supply request program and Box Top contest. Dana Andresen requested reimbursement for/purchase of by PSO for supplies used on PSO's behalf since 7/2015 including: printer paper, 2 b/w toner cartridges, one color toner cartridge. Board agreed to approve.

Updated Action Items:

- ~~1. Dana Andresen will complete minutes and post on website.~~
- ~~2. Dana Andresen will continue to work on Schwan's to transfer to new org.~~
- ~~3. Dana Andresen will submit reply to Schwan's check audit letter.~~
4. Bob Stevens will prepare a 20 minute budget presentation for the February 16th membership meeting to include a 10 minute Q&A.
5. PSO will work on assembling a basket for the Rotary Event on 4/16/2016.
- ~~6. Dana Andresen will ensure Staff Appreciation info is emailed to Beth.~~

Meeting adjourned:

The meeting was adjourned at 2:55pm.

Attached: 1/2015 Treasurer's Report, Income Statement, Balance Sheet

Respectfully Submitted,
Dana Andresen, CMS PSO Secretary

2/2016 Treasurer's Report

	Jan. Income		Feb. Income	YTD Income	February Comments
General/donations (incl. in-kind, interest)	\$1,433	General/donations (incl. in-kind, interest)	\$208	\$7,116	Scrip, AmazonSmile, Art Show
Staff Appreciation	\$70	Staff Appreciation	\$316	\$386	19 donations for staff app.
	<u>\$1,503</u>		<u>\$524</u>	<u>\$7,502</u>	
	Jan.		Jan.	YTD Expenses	January Comments
Federal/state fees	\$0		\$0	\$504	
Program exp., operational exp.	\$102	Program exp., operational exp.	\$2,295	\$2,571	\$2,277 Program exp.
PayPal fees	\$0	PayPal fees	\$1.26	\$71	
	<u>\$102</u>		<u>\$2,297</u>	<u>\$3,232</u>	
Net Income:	<u>\$1,402</u>	Net Income:	<u>-\$1,772</u>	<u>\$4,270</u>	
Checking account balance:	<u>\$3,822</u>	Checking account balance:	<u>\$2,993</u>		
Holding account balance:	<u>\$657</u>	Holding account balance:	<u>\$657</u>		
		March income to date:	<u>\$35</u>		Schwan's

General notes:

Centennial Middle School Parent Support Organization

Balance Sheet

03/14/16

As of February 29, 2016

Accrual Basis

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
1400 · USBank Checking Account	3,297.98
1450 · US Bank Checking #2 (CMS Funds)	657.04
Total Checking/Savings	3,955.02
Other Current Assets	
1200 · Undeposited Funds	240.00
1700 · Due from PayPal	75.00
Total Other Current Assets	315.00
Total Current Assets	4,270.02
TOTAL ASSETS	<u>4,270.02</u>
LIABILITIES & EQUITY	
Equity	
Net Income	4,270.02
Total Equity	4,270.02
TOTAL LIABILITIES & EQUITY	<u>4,270.02</u>

Centennial Middle School Parent Support Organization

Profit & Loss

February 2016

	Feb 16
Ordinary Income/Expense	
Income	
4300 · Direct Public Support	
4310 · Corporate, Business Contr.	147.94
4330 · Individual Contributions	376.00
Total 4300 · Direct Public Support	523.94
4600 · Other Types of Income	
4610 · Miscellaneous Revenue	0.14
Total 4600 · Other Types of Income	0.14
Total Income	524.08
Gross Profit	524.08
Expense	
6000 · Business Expenses	1.26
6400 · Operations	
6420 · Postage, Mailing Service	75.99
Total 6400 · Operations	75.99
6500 · Other Types of Expenses	
6520 · Program Expense	2,092.48
6500 · Other Types of Expenses - Other	126.90
Total 6500 · Other Types of Expenses	2,219.38
Total Expense	2,296.63
Net Ordinary Income	-1,772.55
Net Income	<u>-1,772.55</u>