

DRAFT – PENDING MEMBERSHIP APPROVAL**MEMBERSHIP MEETING – CENTENNIAL MIDDLE SCHOOL PSO**

Meeting Minutes For: Tuesday, April 19, 2016

Next Meeting: Tuesday, May 17, 2016

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO 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	Bob Stevens	Principal
X	Dana Andresen	Secretary/Treasurer			

PSO MEMBERSHIP					
<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>
X	Kris Cardille	X	Kelly Thurmes	X	Kelly Jo McDonnell
X	Chris Andresen	X	Judie Offerdahl	X	Kelly Elliot
X	Angela Christen	X	Gail Willenbring	X	Mary Hoglund

Call to Order

Meeting called to order at 6:40pm by Tracy Belcher.

Prior Minutes

Chris Andresen moved to adopt minutes from 3/15/2016 membership meeting. Dana Andresen seconded and the minutes were adopted unanimously.

Principal Steven's Budget Presentation

Principal Stevens provided a detailed overview of the district budget reductions for CMS. Minor staffing cuts will impact CMS in 2016-2017 school year; class sizes will see minimal impact with more sections being at the top of the range. Electives will be maintained, families will purchase agendas. Working to provide a great experience for all students and families and leave CMS better than it was found.

Treasurer's Report

Dana Andresen presented the Treasurer's report with March results:

- Primarily an expense month \$68 income and \$1,008 expense primarily program expense
- net income \$-940
- checking account balance \$2,940; holding account balance \$361
- April donations to date \$451
- YTD Donations - \$7,570 and expenses \$4,240
- Staff Appreciation was highlighted with \$1,105 in expenses and estimated \$1,500 in donated items for over \$2,600 in support for staff recognition, \$446 in donations and only \$658 from general budget. Highly successful event.
- It was noted that bylaws require \$2,000 remain in checking for upcoming school year.

Unfinished Business

Tracy Belcher and Dana Andresen covered existing volunteer needs and made basic request for help to membership including Board positions and opened discussion to the Committee Chairs for event needs.

Committee Updates

1. Staff Appreciation: Kris Cardille feedback on how the event was perceived and how she was able to get to know staff during the process.
2. Groovy Art Show: Kelly Jo McDonnell provided an update. Event coming together; posters printed and put up at school and locally. Silent auction may include some student work. Primary need is volunteers to assist in hanging art.
3. Color Run: Dana Andresen provided a brief update/status. Kris Cardille will contact HS Track Team, Hockey and softball. Tracy Belcher will contact LaCrosse program to promote event registration.

Updates:

Dana Andresen provided updates including a minimal supply request program support level with recommendation to use partial funding for Color Run expenses. Tracy Belcher reiterated Board needs and May swear in for 2016-2017 officers. It was noted that 2016-2017 meetings will be scheduled as third Tuesdays at 6:30pm in Learning Commons, but may be reduced or eliminated due to low attendance. Box Top contest was noted with Mr. Danzi's first hour class submitting 577 Box Tops and over 2,500 submitted for period 2. It was also noted that Louise Burque committed to managing CMS PSO's bulletin boards.

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New Business:

No new business discussed.

Action Item Follow Up:

Updated Action Items:

1. ~~Dana Andresen will complete minutes and post on website.~~
2. ~~Kelly Thurmes provide poster info/specs for Color Run~~
3. ~~Dana Andresen will put photo shoot photos on a shared site and get to Kelly Thurmes.~~
4. ~~Dana Andresen will coordinate bulletin board selection and identify volunteer to put together.~~
5. ~~Dana Andresen will issue check for \$25 to CMS to assist with event baskets~~

Updated Action Items:

1. ~~Dana Andresen will complete minutes and post on website.~~
2. ~~Dana Andresen will send flier and registration form to Kris Cardille and Tracy Belcher.~~
3. ~~Kris Cardille to contact HS Track Team, Hockey and Softball send flier/registration form.~~
4. ~~Tracy Belcher will contact Lacrosse program and send flier/registration form.~~

Meeting was adjourned at 7:50pm.

Attached: 3/2015 Treasurer's Report; financial statements are attached to each monthly Executive Board Minutes document.

Respectfully Submitted,
Dana Andresen
CMS PSO Secretary

3/2016 Treasurer's Report

	Feb.		Mar.	YTD	March
	Income		Income	Income	Comments
General/donations (incl. in-kind, interest)	\$208	General/donations (incl. in-kind, interest)	\$68	\$7,124	Scrip, AmazonSmile, Art Show
Staff Appreciation	\$316	Staff Appreciation		\$446	19 donations for staff app.
	<u>\$524</u>		<u>\$68</u>	<u>\$7,570</u>	
	Feb.		Mar.	YTD	March Comments
				Expenses	
Federal/state fees	\$0		\$0	\$504	
Program exp., operational exp.	\$2,295	Program exp., operational exp.	\$1,004	\$3,665	3178.48 Program exp. YTD
PayPal fees	\$1.26	PayPal fees	\$3.89	\$71	No transactions; only deposit and recording fees in March
	<u>\$2,297</u>		<u>\$1,008</u>	<u>\$4,240</u>	
Net Income:	<u>-\$1,772</u>	Net Income:	<u>-\$940</u>	<u>\$3,330</u>	
Checking account balance:	<u>\$2,993</u>	Checking account balance:	<u>\$2,940</u>		
Holding account balance:	<u>\$657</u>	Holding account balance:	<u>\$361</u>		
		April income to date:	<u>\$451</u>		Color Run and \$20.50 Scrip

General notes:

Change in accounting period to a fiscal school year accepted. Form990 Postcard due by 1/31/2017

\$103 Supplies

Plan for % of Color Run donations is dependent on total income - 50-75% will go to school initiative funding