

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

Meeting Minutes For: Tuesday, 9/08/2015, 1:15pm

Next Meeting: Monday, 9/14/2015, Time TBD

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			
	Bob Stevens	Principal			

Call to Order

Meeting called to order at 1:15pm by Tracy Belcher.

Prior Minutes

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

Action Item Follow Up:

1. ONGOING Email Dale Schuster and cc: Bob Stevens prior to each event which CMS PSO wishes to have a table set up. Clarify what is needed. – Tracy Belcher
2. ~~Identify available dates for programming and submit request to Kathy Johnson in Community Services— 763-792-6104.— Dana Andresen Emailed Kathy Johnson~~
3. IN PROGRESS Establish CMS PSO calendar and forward to Beth Bakken – Dana Andresen
4. ~~Contact Lino Lakes Police Department to coordinate date for Internet Safety program.— Tracy Belcher~~
5. ONGOING Contact Tom Conry ahead of programs for auditorium needs: tconry@isd12.org – Ongoing by each PSO Program Coordinator
6. ~~Contact Amy Mueller regarding Color Run process and for facilitation company information. 612-618-8954; amyliind78@gmail.com— Dana Andresen~~
7. ~~Follow up with Beth Bakken regarding mailbox for PSO, phone number and phone standards for PSO.— Dana Andresen~~
8. ~~Reach out to Steph Sianko to identify if she wishes our partnership in promoting Drug/Alcohol Prevention program.— Dana Andresen~~
9. ~~Identify when Superintendent Brian Dietz has scheduled time with the PSO.— Beth Bakken~~

Treasurer's Report

Dana Andresen presented the current financial status of CMS PSO. She will set up the organization in QuickBooks Pro desktop accounting software to manage books. There will be a financial report at both October meetings. The current financial status includes:

- Checking account opened 9/4/2015 with donations from Tracy Belcher (\$145), Dana and Chris Andresen (\$95), Sydney Andresen (\$75), and an anonymous donation of \$150.
- With \$465 in the account the 1023EZ federal application for nonprofit status was submitted.
- Current checking account balance is \$65.
- Dana Andresen is owed reimbursement for the Minnesota state incorporation fees of \$90.00

Unfinished Business

- PTA materials return – The remaining materials were discussed within the context of Michelle Utter's most recent email response. She indicated that CMS PSO should keep the copy of Race to Nowhere. The rest of the email was unclear. Tracy will send a follow up with input from Dana Andresen with the content of remaining items and clarification of CMS PSO status. All Bingo materials were donated to Centerville Elementary. 1 box of CMS PTA records, 1 box of office supplies, and 2 boxes of misc. items remain. Tracy will hold until determination is made.

- Volunteer scheduling for upcoming programming/events – Tracy has set up sign up genius pages for 4 upcoming tabling events at CMS. She will manage this until able to assign.
 - Dana Andresen will outline volunteer roles and responsibilities by urgency/date.
 - This information will be included in the next In the Know weekly update.
 - Tracy Belcher will use the information to create schedule genius pages.
 - Volunteer need categories include:
 - Cougar Fund Drive coordinator and volunteers to facilitate
 - Social Media coordinator
 - Table volunteers
 - 9/29/2015 Internet Safety/Technology Considerations
 - 9/15: CMS 7th/8th Grade Parent Night 5:00pm – 6:45pm
 - 10/8: Drug and Alcohol prevention awareness presentation 6:00pm – 7:30pm
 - 10/19 – 10/23: CMS Book Fair – as much coverage as possible – what times???
 - 10/24: Band Bazaar 8:45am – 3:00pm
 - 11/19: Choir Concert – 6:00pm – 8:00pm
 - 12/2 – 11/5: CMS Fall Play, times TBD
 - 12/8: 7th Grade band concert, time TBD
 - 12/10: 8th Grade Band concert, time TBD
- Program dates – The following schedule has been established pending confirmation of available space in CMS Auditorium and Gym:
 - 9/29/2015 Internet Safety/Technology Considerations
 - 11/05/2016 Race to Nowhere
 - 11/11/2016 Race to Nowhere
 - 4/13/2016 Art Expo and Silent Auction
- Sponsor program – Dana Andresen is working on a draft to share at membership meeting
- Meeting agenda –
- Roberts Rules – discussed consistent agenda and using Roberts Rules as a guide. Templates exist for both Exec. Board and membership meeting agendas and minutes. The primary goals discussed were to start on time, follow meeting agenda, maintain attention and stay on topic, table necessary discussions, and end on time. Respect our memberships' time.
 - Two handouts were discussed and will be used as the basis for chairing Exec. Board and Membership meetings.
- Technology issues/considerations – demonstration of how to log in to CMS PSO gmail from various devices.

New business:

Standing rules document, created from a template on PTOToday.com is a basic document that elaborates on rules found in organizational bylaws. It is customarily read at the first meeting of each school year and posted online and read at the request of any member. The document was reviewed and minimal edits will be made by Dana Andresen.

Updated Action Items:

1. ONGOING Email Dale Schuster and cc: Bob Stevens prior to each event which CMS PSO wishes to have a table set up. Clarify what is needed. – Event contact/Tracy Belcher until assigned
2. ONGOING Contact Tom Conry ahead of programs for auditorium needs: tconry@isd12.org – each PSO Program Coordinator
3. IN PROGRESS 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 cmspsso 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~~

Meeting adjourned:

The meeting was adjourned at 2:45pm.

Respectfully Submitted,

Dana Andresen, CMS PSO Secretary