

CMS PTSO Board Meeting Agenda

August 21, 2024

Time: 6:45 p.m.

Location: zoom

1. Call to order: 6:53

2. Approval of July board meeting minutes:

- July minutes approved

3. Board Member updates:

- The motion was made to move Desiree from President to Vice President and Kelsey to President from Volunteer coordinator. Motion was seconded and approved.
- Went through everyone's action item list

4. Back to school event

- Admin has asked for help with set up starting at 1 pm. Event is open from 2-6 for families to drop in, complete the passport, visit classrooms, etc.
- PTSO will have three locations to host/assist: ptso table (outside gym), binders, football field/track for otter pops. Board members will try to be there for the following timeslots.
 - Kelsey: 1-6
 - Val: 2-3:30
 - Trixie: 1-6?
 - Desiree: 1-4?
 - Tari: 2-6
- Kelsey will bring: scissors,
- Desiree or Kelsey will get otter pops and freeze them
- Desiree will bring coolers,
- Table topper sign holders (qr codes printouts), and merch can be found in the PTSO closet.
- Trixie will create QR codes for all info:
 - Giving campaign
 - Stay informed google form
 - Get involved google form (previously volunteer form)
 - Social media sites links
- Trixie gave an update on planners. The district Print shop Planner quote for 750 8.5/11" 120 page planners in color \$10,000 at print shop. After some research she found that online printers cost the same price. One can do planners at half size (8.5" x5.5") in black and white for \$2400. For another local option minuteman press can do the smaller size for close to \$3000:
 - The board decided to do some more research.

- Kelsey will ask admin about a corporate sponsor possibility to help cover costs.
- Trixie will ask minute man press and abracadabra about discounts and having their logo printed on the planner.
- If needed Desiree will ask the yard if they would be a sponsor of the planner, but would prefer to ask them about donating to the scoreboard.

5. Old Business

- New scoreboards/fundraising campaign: Desiree will look at email about current banners to see how long to keep them up as some went up late in the year.
- The donor spreadsheet will be shared with all board members and people can start to reach out to businesses.
- Desiree is looking into sponsors and donors for the scoreboard. Parents have expressed interest in giving.
- PTSO closet clean-out: Kelsey has cleaned up the banners and taken pictures of all the ones we have. The pictures are on the donor spreadsheet. There is still work to be done to organize and downsize decorations and supplies.

6. New Business

- Fundraising plans:
 - Valerie went over the spreadsheet and plan. Desiree has sent the first fundraising donation request letter to translation and it will be ready to email out soon. The board is looking to use the breakdown by student cost of \$29 to reach the goal of \$20,000. This will go out in future letters.
 - Trixie will look into updating the website and paypal pages to have different amounts and make it easier to know what the donations should go toward.
- Committee recruitment
 - This will start with sign ups at Climb Day and will be pushed at the first general meeting in September
- Display cases were discussed. The board would like to make them look nice but don't think there is time before Climb day. Kelsey will reach out to Shannon Carroll to see if she can help.

7. Upcoming Meetings

- September board/general meeting:
 - Gabe originally approved our date but we found out post meeting that we will need to move it due to open house being the same night.
- 2024-2025 meeting schedule: Tabled

8. Adjourn: 8:05