

## **CMS PTSO Board Meeting Minutes**

**March 11, 2025**

Time: 5:20 p.m.

Location: CMS Library

1. Called to order 5:30 p.m.

2. Approval of [February board minutes](#)

- Desiree motioned, Trixie seconded, motion passed

3. President's updates

- Set dates for upcoming meetings:
  - April (board), 4/22, 6 p.m.
  - May (board/general), May 14, 5:20 board, 6 general, library, Kelsey to confirm with admin that there aren't any conflicts
  - June (board) meeting, 6/4, 6 p.m.

4. Vice president's update

- Grants
  - Foods - passed
  - Rockets - passed
  - Books – passed, looking to see if we can get from Roundabout
  - Greenhouse grant – we have \$5,098.33 left in teacher grants, table for general meeting so members in attendance can vote
  - Discussed possibility of grant deadlines or putting an ask to teachers at the start of the year to get an idea of what needs might be for the coming year to allow for better planning

5. Treasurer's update

- Provided [Budget through 3/10/25](#) and [Financials through 3/10/25](#) prior to meeting
- Highlights of incoming/outgoing include apparel purchase (over budget on apparel but we will recoup from sales) and teacher grants
- Fundraising platforms – tabled

6. Secretary's update

- Annual report – Rachel working on
- 2025-2026 officer recruitment
  - Draft sent
  - There are no candidate qualifications (including no minimum age) other than must be a member of the CMS PTSO (staff, student, parent, caregiver). Also note that teachers can serve but cannot sign checks/handle money.
  - Application process: candidates should send an email to the general CMS PTSO email with a paragraph about why they want to join the board and the position interested in by 5/7
  - Rachel and Trixie to fine-tune board and chair position descriptions for the website

## 7. Fundraising update

- Dine-outs: discuss general or specific fund – tabled
- Cuppa Yo, 4/10, we have flyers, Kelsey to send digital and confirm if we have to show something at check out
- McMenamins, 5/27, we get 50% of everything sold at main restaurant; we are responsible for all marketing, can start promoting immediately, Trixie to create table flyers, posters, flyer, car flyers and sandwich board to promote; McMenamins will put it on the marquee; we will promote at school; Rachel to send out to events calendar including radio PSA request

## 8. Merch/web update

- None

## 9. Volunteer coordinator update

- None

## 10. Old Business

- Member survey – tabled
- Board member manual development – tabled
- Fundraising policy development – tabled

#### 11. New Business

- None

#### 12. Upcoming Meetings

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#### 13. Adjourned 6:01 p.m.