

CMS PTSO Board Meeting Minutes

October 15, 2024

Time: 5:30 p.m.

Location: CMS Library

1. Call to order 5:33 p.m.
2. September board and general meeting minutes approved; Trixie to post to website
 - [September 2024 general meeting minutes](#)
 - [September 2024 board meeting minutes](#)
3. President's updates
 - Gabe pursuing set up of CMS Site Council
 - Teacher/WEB prize request – Kelsey and Val have gathered a bunch, a few more things coming in, El Sancho gift cards and swag, Ben and Jerry, McDonald's, Thump Coffee, Starbucks
4. Vice president's update
 - Scoreboard campaign
 - Bigfoot Beverages have not responded, current strike may be impacting response, Desiree to follow up
 - Concessions – football went ok – 8th grade busier than 7th grade game, one more 7th grade home football – date TBA, basketball starting – we can potentially sell food (no beverages or popcorn), wrestling in spring. Will be looking for volunteers, but no dates are known yet.
 - Les Schwab trying to start community outreach program, interested in donating food for our concession sales.
 - Bottle Drop – have tags and bags to hand out, Kelsey will take to 6th grade movie night
 - Grants
 - Chess sets – no update given
 - Mr. Faurot sent a revised grant request, discussion about having him make a smaller grant request to get up and running while we see if we can source the other items (equipment and food). Desiree to send revised grant request and Rachel to draft email for outreach to local restaurants, COCC, etc.
 - Treasurer and secretary will not be returning next year; encouraged board to start thinking about potential board members and how to transition; Rachel and Tari are working on board manuals for their positions
5. Treasurer's update

- Giving campaign totals: \$17,354.03 net
 - Banners \$8,550 gross
 - Scoreboard \$1,899.53
 - Concessions net \$232.59
- Expenses
 - Banners \$638.00
 - Not much else coming through right now except Quickbooks annual fee
- Need an additional signer on the account, Valerie offered. Kelsey moved to make Valerie Ells a signer on the account, Tari seconded, motion passed. Rachel, Desiree and Valerie to arrange at time to meet at the bank.

6. Secretary's update

- Moved that concessions sales go to support athletics. Motion seconded and passed. Will begin by directing funds to the football scoreboard, followed by general athletics.
- Suggested having a student rep at general meetings. Kelsey to bring up to National Junior Honor Society, WEB, and Next Steps coordinators.
- Rachel to draft announcements for November general meeting

7. Fundraising update

- Giving campaign – thank you Kelsey for helping draft messages for families, only \$2,500 left to go! When we get there, send out a “thank you, we’ve met our goal, but your ongoing support is important.” We won’t stop fundraising as we will still have asks for in-kind and may need to shift focus for other fundraising. After the giving campaign, could send out monthly messages about how funds are being used, saying thank you and inviting people to give if they can. Also discussed promoting sponsors on social media with a “they support us, will you support them?” message.
- Banner sales – don’t want to sell after December because sponsors won’t have same level of exposure. Val to send list and ask people to review and contact places they have a connection with. Desiree will pick up printed banners tomorrow. Want to get bids from other printers for next year. Jimmy has been hanging the banners; will need to get him a thank you gift.
- Kendall Cares community program – approach as a scoreboard donor? Link is on the spreadsheet, Desiree to look into it.
- MOD pizza fundraiser – see how it goes on 10/17. On sandwich board outside, on reader board, went out in email, have flyer to share. Kelsey and Desiree to hand out flyers to parents after school tomorrow and at 6th grade movie night. Trixie to post again on socials.
- Mountain Burger also wants to do a fundraiser. Still waiting to hear from McMenamin’s. May have three this year; discussion about a concern about over-saturation. Board did not think it was a concern and discussed a monthly “Dine out for Cascade” campaign.

- Discussion about cross-promoting other PTSO's food nights.
- Other funding opportunities (OnPoint, Learning Express, Target, Dick's, Radiant Day Spa, Sunriver Resort) – were not discussed

8. Merch/web update

- Swag shop is closed. Only have to buy 4 pieces to meet mins. 3 weeks to arrive. Wait until new year to open again unless get a lot of requests about buying for Christmas gifts.
- Trixie to update supporter webpage with donor names and links. Trixie will look at spreadsheet for banner donors. Kelsey will send Trixie the other in-kind donors. No logos – can potentially upsell next year. Can also upsell social media recognition. Will look at donation levels next year.
- Would like a “join us on social” message in an upcoming principal’s message. Can include images. Also send out a standalone email inviting families to follow us on social.
- Can also acknowledge donors on social and tag them as a way to grow our followers.
- Website – add page for family/student opportunities available in the community, informational only not endorsed by school or PTSO.
- Also getting a lot of carpool requests, a lot of out of area students, how can we connect families? Social, spreadsheet on our drive?

9. Volunteer coordinator update

- Conferences coming up at the end of the month, Kelsey is meeting with Cidney to set up a Sign Up Genius
- Kelsey to help Cidney get logged into her email and forward the volunteer email to her personal email
- 10/28 picture retakes, will need 2 volunteers to help in the morning only, would be nice to have 1 who can speak Spanish
- Ms. Craig and Mr. Faurot asked for volunteer help in the classroom

10. Old Business – Rachel to send out list to group and discuss what can come up

- Donor/sponsor recognition
 - Yard signs?
- Sunriver Sports
- Merchandise chair
- Display case
- Member survey
- PTSO closet clean-out
- Teacher lounge refresh
- School supply drive

- Stickers/bracelets distribution
- Sticker design contest
- Board member manual development
- Fundraising policy development

11. New Business

- Bylaw discussion: teacher grants – Rachel to send out bylaws for email discussion
- 6th grade movie night scheduled for 10/17
- Dances – tabled

12. Upcoming Meetings

- 2024-2025 meeting schedule
 - November general: Tuesday, 11/19, 5:20 p.m. board, 6 p.m. general, library
 - December board: Tuesday, 12/10, tentatively 7 p.m., at Desiree's home
 - January general: Tuesday, 1/21, 5:20 p.m. board, 6 p.m. general, library

13. Adjourn 6:47 p.m.