

## CMS PTSO Board Meeting Agenda

February 10, 2026

Time: 6:00 pm

Location: CMS Library

1. Call to order : 6.01pm
2. Approval of [January Board Minutes \(tabled to March\)](#)
  - a. [Review and approve in next meeting](#)
3. Reports
  - President's report
    - Open positions in the upcoming year: Fundraising, Web and Secretary
      - Secretary Resignation: Mary resigned via text message to Kelsey and Desiree, formal written resignation was not received.
        - Need to remove Mary from the bank account, hold off on adding a new signatory
        - Desiree to contact bank and confirm we can remove Mary from the bank account without Mary's signature
      - This is Val's last year with the PTSO
      - Need to get the word out on the open positions. Hoping to elect in the May meeting. Find last year's announcement and share
      - President and VP will have one more year. Need to start considering succession planning for these roles
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    - Concessions Planning
      - Spring Track - need schedule from Ruth
        - Desiree to contact Ruth for update on schedule
      - Consider having an iPad that can be used for the concession stand, or go with Venmo QR code
        - iPad will connect to hotspot, can purchase for \$299
        - How will it be stored, kept secure and charged? Consider keeping with the cash box?
        - Set up a PTSO specific Venmo account: Breanne to research. Go the QR code route first, then consider the iPad
    - Adobe Express Premium PTSO account \$99 per year

- Desiree has set up the account, will pay and share the log in credentials with everyone
  - 8th Grade Promotion & Celebration Planning
    - First meeting was last week, 6 or 7 parents attended
    - Next meeting will be Mar 11, directly after the General Meeting
  - Bylaws Amendment
    - Bylaws need to be updated to designate specific voters. Will include it for May's meeting. Natalie to do
- Vice president's report
  - Grants
    - Craft Lab Friday's mountain time with Ms Wilson. Has been approved by Admin. \$230
    - Budget has \$5,000 remaining
    - Desiree motioned, Breanne seconded. Unanimous agreement.
  - Staff Appreciation Week (SAW)
    - Kelsey will start working on this soon
    - Need ideas for massage activity or replacement item
    - Historically done some sort of gift. Prior gifts were lanyards and coffee gift cards, hoodies. Looking for ideas for this year
  - Consider purchasing a photo booth set up instead of instax for dances, celebration date, CLIMB day
    - Price range of \$199 to \$5k
    - Get a printer as well, kids love the polaroids at events
    - Kelsey to research
- Treasurer's report
  - [Bank Account Balance as of 1-12-26](#)
  - [Budget vs Actuals 1-12-26](#)
  - [Statement of Financial Position 1-12-26](#)

- Needed to move \$330 from grants to student activity for Valentine's Dance. Have gone over budget for Student Activities
  - Taxes & Licenses has gone over budget also
  - Headphones need to be reallocated to Admin Grants instead of Teacher and Department Grants
  - Teacher grants has ~\$6k remaining. Kelsey to send out a reminder to the teachers to put in grant requests
  - Admin expressed interest in a new projector.
  - \$7,500 grant received via ACH that Desiree will contact the bank to learn more about where it came from
- Secretary's report
  - Fundraising report

- Dine outs:

- **Red Robin** on 3/3. Flyer available to market. Need help with Reader board and any flyer pass out we can do!
      - Summary of the year below

Who	Contact	Contact name	Info	When	Amount Raised
Kona				CLIMB Day	\$210.00
Mod Pizza	web form		Confirmed; Host event for 20% of sales for the day. <a href="http://modpizza.forc">modpizza.forc</a>	9/23	\$582.23
Pastini	web form		Confirmed 40%	11/6/25	\$1,076.94
Mountain Burger	sara.hobin@gmail.com	Sara Hobin	10% all day	12/15	\$412.00
Burgerville			Host event for 20% of sales.	1/21	
Red robin	<a href="#">Online Application</a>		20% of sales	3/3	
Cuppa Yo	cuppayo@gmail.com	Crystal Lomeli	<a href="https://www.cuppayo.com/faq">https://www.cuppayo.com/faq</a>	4/16	

- Raffle-

- Raised \$1,540. Recommendation for next year- more lead time, longer sales duration. Zeffy seemed to work great. Big thanks to Breanne for setting it up!
          - Raffle prizes have all been distributed
  - Burgerville fundraiser raised about \$210: Burgerville manager was happy with the outcome
  - Kelsey to send out a form to gather feedback from families about the dine out
  - Red Robin Mar 3
    - Marketing materials need to be forward to Carolyn: Val to ask Carolyn to include in next newsletter
  - Cuppa Yo on April 16
    - Val to pull last year's materials and send to Carolyn
  - Val to put together bullet point list for Fundraiser role for next person
- Merchandise chair report

- Re-open merch store, Desiree to share with incoming 6th graders PTAs and principals. Plan to close after Spring Break so that everything arrives by Spring Break
- Store is open, Jessica checked with Kelly to see how orders are going
- Desiree to have a merch table on 6th grade night to sell merch
- To do: Add a QR code to the display case outside of the gym
  
- Web chair report
  - None
  
- Volunteer coordinator report
  - Upcoming:
    - Valentine's dance
      - Volunteers are needed, primarily for set up and break down
      - Set up will happen from 3-4.30pm
    - Staff appreciation week
      - Will need volunteers
    - Fly Up Day 3/3
      - 8th graders go to their designated high schools
      - Email will be sent out for chaperones, need to go with the students, but drive yourself (no room on bus)
  
- Grants & Corporate Sponsorships report
  - [Cascade PTSO Grant Tracker](#). Grants to consider:
    - Kendall Cares: Proposal Submissions Open January 1st – March 31st, 2026
    - OnPoint Community Credit Union: February 1 – March 15
    - Cow Creek Umpqua Indian Foundation: Fill out the Letter of Inquiry (LOI) before the deadline date of March 1
    - Pacific Power: March 15 – Education/STEM
    - Costco Charitable Contributions: available year round
    - Goody's: available year round
  - McMenemy's Dine Out request update
    - Declined request for this year
  
- Parent Liaison report
  - Cidney to attend upcoming meeting and will remind attendees about March General Meeting

#### 4. Old Business

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5. New Business

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6. Upcoming Meetings

- Wednesday, March 11th
  - Board 5:15
  - General 6:00
  - 8th Grade Planning 7:00

7. Adjourn 6.50pm

Attendees: Desiree, Kelsey, Val, Breanne, Cidney and Natalie