

## **CMS PTSO Board Meeting Minutes**

**June 10, 2024**

Time: 5:30 p.m.

Location: Zoom

1. Call to order 6:32 p.m.

2. Approval of May board and general meeting minutes

- Amended treasurer's report to indicate that staff appreciation week came in \$382.91 over budget
- Approval of revised minutes motioned, seconded, approved

3. President/Vice President updates

- Desiree not able to attend; Kelsey (interim volunteer coordinator) provided report
- Play it again sports fundraiser – not a lot of funding at June event, can still bring items to store, need to check with Desiree on end date and promote
- Recent grant requests
  - Mr. Trendler's request for farmer's market field trip, \$235 cash given to Desiree, field trip occurring Wed., 6/12, was approved via email vote
  - FAN grant request, up to \$210, for students to go to Mountain Air, check delivered to Desiree, was approved via email vote
- 8<sup>th</sup> grade promotion – 6/14, doors open at 5:30, getting awards made up, will have programs (in English, Spanish and Ukranian) and certificates (yea Trixie), lemonade and cookies, Tari to provide update on what has been spent and how much budget is remaining (starting budget was \$2,500), need to make sure rock is painted, may need help with banner and photo backdrop. If someone has ideas for decorations, talk to Kelsey. Agenda includes student speaker, Mr. Pagano talk, advanced orchestra will perform, awards presentation, student recognition (names get called but kids won't walk), 8<sup>th</sup> grade video on loop, mingling
- 8<sup>th</sup> grade celebration, OK on volunteers for Athletic Club event, still need volunteers for brunch on 6/17, see Sign Up Genius
- Yearbook party – 6/14, Ms. Johnson is coordinating, have volunteers for set up and during event

5. Treasurer's update

- PTO Today Insurance – previous treasurer encouraged us to increase insurance to cover for criminal behavior, an extra \$150 premium, \$250 deductible, Tari called insurance company about requirements, must have monthly audits that can be done by anyone who is not a signer, as well as annual audits by an accountant or committee. Premium due in October, can save \$20 if renew in July. Premium is \$556 without criminal rider, \$699 with it. Tari can get a sample

audit checklist from Pine Ridge; we would need to recruit someone for the monthly audit. Research if there is someone who would be willing to do annual audit pro bono or at a discounted rate (Kelsey to ask her sister). Hold off on renewal until we can finish researching.

#### 6. Secretary's update

- Member survey – instead of end of year survey, suggested we do at the start of school year, possibly gather feedback at back-to-school event

#### 7. Fundraising update

- None

#### 8. Merch/web update

- Swag orders came in, should have gone to students Friday, emailed incoming 6<sup>th</sup> grade families to come pick up, confirmed with merch contact that we can have merch ready for in-person sale at back-to-school event if place by August 1, will need to vote on this
- Social follower campaign – may look at doing at start of school year, look for prizes (water bottles with Cascade stickers?)

#### 9. Old Business

- Concessions
  - Donate extra concessions to upcoming end-of-year events
  - Payment processing – Tari got card readers, did test runs, went through to Pay Pal, should be good to go for fall sales, will be paying fees so need to take that into consideration when pricing
  - Still need funds from Desiree's Venmo
- New scoreboards/fundraising campaign – need to discuss further, exterior scoreboard has been ordered and should arrive this summer, PTSO portion will be under \$5k, paid fully by AD and we will reimburse him for our portion, and fundraise for the indoor scoreboards (can't order those until have funds), explore sponsorships (especially The Center/orthopedic)
- Administrative grant – still waiting for numbers for planners, etc.
- Back to school event – Desiree to update
- Radiant Day Spa – Relax for a Cause – Kelsey has not heard back from contact at day spa, will follow up and see if we can schedule for another month
- Display case – has artwork currently
- PTSO closet clean-out – table to next meeting
- Committee positions – three people from last meeting were interested, Kelsey to reach out to them
  - Volunteer coordinator
  - Fundraising

- Merchandise
- Board member manual development – discuss at summer meeting
- Fundraising policy development – discuss at summer meeting

10. New Business

- Family engagement – discuss at summer meeting, brainstorm which committees to set up (dances? Staff appreciation week? Fundraising?) and have sign up sheets at the first meeting and/or back-to-school event

11. Upcoming Meetings

- Summer meeting/retreat – Kelsey to send email with date options
- September board/general meeting - TBD

12. Adjourn 7:27 p.m.