

**CMS PTSO Board Meeting Minutes
November 13, 2023**

Present/Introductions

Kelsey Boyd – president and teacher

Desiree Kelley – vice president

Rachel Grenier – secretary

Tari Power – treasurer

Call to order 5:02 p.m.

1. Minutes
 - a. Kelsey moved to approve October general and board meeting minutes
 - b. Tari seconded
 - c. Motion approved

2. Principal's Update
 - a. No administrator present

3. Volunteer Opportunities
 - a. Kelsey to send email to all families about completing volunteer interest form, upcoming volunteer opportunities, background check instructions, and gauge interest in small group parent meet-ups
 - b. Mountain Time – Kelsey sent email to teachers letting them know that families are interested in volunteering for Mountain Time, got feedback from teachers
 - c. Potential fundraising committee
 - d. PTSO tables at upcoming Family Night
 - e. Planter decorating – Kelsey decorated initially, discussed updating quarterly/seasonally, got approval to paint

0. Merchandise: Trixie
 - a) Desiree will reach out to Trixie for an update
 - b) Swag shop is reopened
 - c) Trixie to confirm if raffle winner from October meeting has received her prize

0. Web/Social Update: Trixie
 - a. Trixie to confirm if October general minutes have been uploaded to website

0. Bylaws Review and Update
 - a) Rachel to post bylaws with comment-only feature; board to review and suggest edits by Friday, 12/1

- b) Will discuss and at 12/4 meeting; vote needs to be held at general meeting (in January)
- c) Consider making general meetings every other month to continue momentum and involvement; consider hosting “break out session” with teacher/admin facilitator on various topics at start or end of each general meeting
- d) Add tax filing postcard preference for under \$50k instead of tax return

1. Fundraising update: Caitlin/Tari/Kelsey

- a. Approved banners - All but one banner forwarded to admin were approved
- b. Caitlin to provide a list of past banner-level supporters for outreach
- c. Holding off on mailers at this time
- d. Kelsey plans to send flyer home with students
- e. McMenamins family and friends night – should hear back by January
- f. Sunriver 10% - Desiree sent Lindsey B./Sunriver Resorts the required information; Sunriver can provide graphics and details on program; Desiree to work with Destiny to get an email out to families
- g. Color Run – Desiree has done some initial research; target dates are 4/26 (preferred) or 5/3 (backup); Kelsey to run event and calendar by administration
- h. Family movie night – 6th grade movie night happened, very little advance notice, could have another one for all grades
- i. Desiree working on proposal for blended winter dance/carnival; PTSO would sell concessions that will help with new “student activity fund;” we would then invite students to provide input on what we do with it
- j. Popcorn sales at sporting events – we have a popcorn machine, plan to sell at football games next year, need a committee/volunteers to help sell popcorn at upcoming events, Kelsey to talk to admin/custodial to see if we can sell popcorn at indoor events (basketball, volleyball, etc.)
- k. Fundraising policy – still want to formalize what we can do/not do, share with potential supporters

0. Budget and tax update: Tari

- a) Met with accountant, he got taxes done, this is the last year he will do them for us. Instead of filing tax return, if we make less than \$50k/year, we can submit postcard to IRS; there are two forms – IRS and State of Oregon; next year, Tari will do the postcard; Tari put correspondence with State of Oregon re: doing 990N in treasurer drive/tax folder
- b) Fundraising (gross) \$10,500 to date this year, \$13,126 last year, \$2,626 less than last year
- c) Moved website and Quickbooks to come out of checking account rather than from PayPal for clearer reconciling

- d) Discussed where to put the board PTSSO t-shirt expense; Tari to categorize the expense under the existing "General/Admin" account
0. Grant requests: Desiree
 - a) Tabled – nothing current
 - b) New – nothing new
 0. Miscellaneous Discussion/New Business
 - a. Any event that is open to the school families, we should have a table with information (can either be manned or unmanned)
 - b. PTSSO letter writing campaign – Rachel and Desiree had a table at football game, Desiree took to volunteer coordinator, postcards delivered last month, our PTSSO name was added to the letter
 - c. 8th grade celebration – Kelsey talking with Gabe, Kristi and Carrie tomorrow, 11/14; scheduled for last day of school, 6/14; Desiree to contact Kona Ice to schedule
 - d. 8th grade night – games, pizza, music; Kelsey? to talk with administration about having an 8th grade night and scheduling earlier (not last week of school)
 - e. Parent survey – consider end-of-year survey on how families think the year went and what we can do better
 - f. Harnessing interest of families who attended October general meeting
 - i. Committees (fundraising, family engagement). Kelsey to focus on encouraging volunteer sign ups, then look at developing committees based on response
 - g. Responding to parent questions/concerns re: Canvas, Mountain Time signups, etc.
 - i. Kelsey to talk to Ms. Morris to see if we can post Loom video about how to use Canvas
 1. Upcoming Meetings
 - b) 12/4: 5:30 p.m., library
 - c) 1/22: board (5:30 p.m.), general (6 p.m.), library
 - 1. Tari to leave checkbook when she is out of town
 2. Adjourn – 6:03 p.m.