Hudson PTO Executive Board Meeting Agenda

* **Back to School**
  + -First day: Amelia to buy bagels and coffee, Jeremy will have table, Tesha will have volunteer forms, Table cloth from Closet
  + -Ice cream: Steph to have a sign (one per person), and $1 treats only
* **PTO Video (Sam Pitlyk, content)**
  + Volunteer Promo for Tesha
  + Need to brainstorm other content
  + Feel good things the PTO meetings are doing for the school
  + Make sure to post on the Weekly updates, website, facebook, etc
  + Show at Kindergarten Open House- **who should we send to for this?**
* **Volunteers**
  + Picnic: Jilll Wilson still interested, need co-chair
  + Still need: Staff Appreciation, Book Fair, Casino Night x2, Cinco De Mayo,Spring Picnic chairs + volunteers for committees.
* **Review of Yearly Calendar**
  + Review meetings
    - Sept. 13 @ 6:30pm
    - Oct. 17 @ 6:30pm
    - Nov. 14@ 6:30pm-Conferences
    - Dec.- NO meeting
    - Jan. 16 @ 6:30pm- Learning in action
    - Feb. 20 @8:30am-Muffins with mom
    - Mar. 13 @6:30pm
    - Apr. 10 @ 6:30pm
    - May 15 @ 6:30pm- short recap with Parents night out after
  + Events and Meetings to be posted to website calendar by Hannah
* Group Meeting after school starts
  + Meet with all sub-committees
  + How can we support their goals
  + Will have committee report out at each PTO meeting
* Prep for the first PTO meeting
  + Overall mission
  + Advertising- Link to website on FB and Weekly updates, post Minutes and Agendas on the TV screen in Atrium
  + Agenda- Amelia or Stephanie will call for Agenda items about 10 days prior to meeting, then will post link to website/Agenda to the weekly updates, Facebook and website 1 week prior to meeting.
* Website Updates
  + Amelia and Hannah met. Hannah will make updates to events and calendars, Fun stuff, pictures etc. Amelia will add agendas, minutes, treasury reports, forms, etc.
  + Anyone else on board who would like access in the future can ask for log-in from Pat Weaver.
  + New website is not yet rolled out- would like to have updates ASAP
* Kindergarten Meet and Greet
  + Lisa asked for suggestions for format of the evening. Will word to encourage attendance by Parents and Kindergarteners. All will meet in Kindergarten room then parents will leave for more info in Library. Kindergarteners will go on a schoool tour.
  + Lisa will send the agenda for the evening so those attending know it is not an “Open House.”
  + Will have PTO info sheets printed and Chantal can place on a separate table, as she will be attedning for another group. Amelia will be attending (as a K parent) to help answer Parent quesitons as they arise.
  + Amelia will Post reminder to Kindergarten Facebook group and Website
  + FYI K class list letters go out next week
* PTO Computer
  + In summary, no longer functions, all agreed that it was not worth replacing at this time. Chantal was able to recover some treasurer reports from 2011-2014.
* Financials
  + Chantal sent suggested controls procedures, Lisa clarified and all agreed these were appropriate—Chantal to make changes as discussed
    - Highlights:
      * Will start an Amazon Business Account to make grant purchases easier to track and manage.
      * Chantal has created a Reimbursement form to be completed on all items. Will place a box on the front desk and place a printable copy on website for ease.
      * Lisa will initial all teacher purchases, Stephanie will initial all parent purchases and Chantal will be the final check for all.
  + Overview of budget and past inadequacies
    - Discussed that we have a negative net income and how we will recover this year. Discussed which budget items could be decreased.
    - Reviewed past records, showing the decline in income from fundraising and increase in spending.
      * Highlights:
        + Will clarify “Copy” budget of $900 (where this goes, how to control printing for Pto better) Chantal to talk with Mrs. Pingle. **PTO should start by always using the Work room printer\***
        + **All purchases must use the tax exempt form. PTO will no longer reimburse taxes if form was not used.** Will place on PTO website.
    - Brain stormed other easy fundraiser ideas
      * Bring pback Pizza sales and others like this