**CME PTO Board Meeting Minutes**

Wednesday, September 14, 2016

* **Board Members**
* P-Heidi Houston, President
* P- Jenni Kennington, Vice President
* P- Kathy Hennessey, 2015-2016 Treasurer **NOT LATE AT ALL**
* P- Heather Rudolph, Parliamentarian
* P- Katherine Bingham, Recording Secretary
* P- Cora Lee, Corresponding Secretary
* A- Melissa Bolding, Principal
* P- Jackie Boyd, Assistant Principal
* P- GiGi Shadid, Teacher Representative
* P/P- Gretchen Sawchuk/ Lana Mistretta Ways and Means -Auction/Tiger Run
* P- Lily Karim Ways and Means –Carnival
* P- Barbara Derakis-Ways and Means- Spirit Wear/ Spirit Activities
* A- Bridget Mueller-Ways and Means- Retail Share
* P/A- Sheryl Smith, Rhonda Payne- Hospitality
* A/P- Ana Gantt, Michelle Arcineaux-Publicity
* /P- Boba Nikolic, Kelly McKnight- Gifts
* P/A - Vivien Chen, Kitee Valentz- Membership
* P/P/P- Jessica Nielsen, Erin Bersin, Reji Thomas -VIPS

 P= Present A= Absent

1. Call to Order- Heidi at 9:32
2. Minutes of the Previous Meeting
	1. May 4th Meeting Minutes- approved by Reji seconded by Barbara
3. Administration- would like to thank the PTO again for all they do.
4. Teacher Representative- Thank you for the breakfast and coffee on the first day of school.
5. Reports of Executive Officers
	1. President
		1. PTO Board Booklets- Heidi hands out booklets to each board member and goes through it with a brief detail.

 Booklets contain all information needed for each member to perform their job.

* + 1. PTO Website- For trouble with putting information on the website please contact Michelle or Heidi.
		2. PTO closet- please look in PTO closet before you buy anything. We need to use up existing supplies before we start buy more.
		3. Teacher workroom- Die cuts are located in workroom.
	1. Vice President
		1. Programs
1. Author Visit- Chris Barton grades 2nd-5th
2. The Ned Show in October (Free Show)
3. Yoyo sell (Sign up Genius will be sent out)
4. Duck for President for younger grades later in October
	1. Treasurer
		1. Current Spending & Account Balance
* Every member was assigned an account to help double check.

Kathy explains what you will be responsible for.

A spreadsheet has been sent out to show accounts.

* Goes over current balance.
	+ 1. Budget Vote on Classroom Enhancement and Gifts Transfer.
1. Revise estimate in budget of what will be needed in each account.

Currently the estimate was $7,605.00 for classroom enhancement but due to the increase in new teachers and positions we will need $8,475.00

Jenni makes a motion and Gigi seconds motion to accept the recommendation by Treasurer to increase the classroom enhancement amount to $8,475.00 for estimated increase in teachers.

Voted /Passed

1. Gifts that have not been used and payment correction

Motion made by Jessica seconded by Gretchen to send a new check for work that has already been done for the track. The amount of $4,795.41.

Voted/Passed

1. Penny Wars will need a budget
	1. Recording Secretary- None
	2. Corresponding Secretary- Briefly goes over her role for new members
	3. Parliamentarian- goes over parliamentary procedures and Bylaws, which are in the back of the PTO booklet.
2. Reports of Standing Committees
	1. Gifts- Treasurer makes comments on gifts
	2. Hospitality- Teachers were excited about the back to school breakfast and coffee.
	3. Membership- Goal is $25,000.00 this year and we have currently raised $20,000.00.
	4. Publicity- Working on website calendar

**Only Send Information to Michelle NOT Carol**

* 1. VIPS- Volunteers are still needed for Landscaping, nurse helper, Bingo night, Laminating.

Will place information in Tuesday folder and ask kinder parents.

* 1. Ways & Means
		1. Spirit Nights, Spirit Wear

Doing great with Spirit wear!!!!! Will be selling extra shirts at Carnival.

Spirit Night is going great as well. With Raising Cane’s, the Skeeter’s Game & Pepperonis’ we have raised $799.76.

Upcoming Spirit Nights

Sept 20th Spring Creek

Oct 5th Skeeter’s

Oct 13th Pepperoni’s

Oct 19th Raising Cane’s

Dec. TBD 5 Guys Burgers

* + 1. Carnival- October 8th 2:00-6:00

Will be providing own concessions to save money.

All committees have been filled

Sign up Genius will be sent out.

* + 1. Box Tops- none
1. Unfinished Business
2. New Business
	1. Penny Wars- to help pay for trees for next fall.

Penny Wars start on Oct 21st

1. Announcements
	1. Open House
2. Adjournment - 10:47 Cora made motion Sheryl seconded