

Altadeña PTSO Board Meeting
August 22, 2016
Maria Longley's House

Members in Attendance: Helen Baker, Monica Gellman, Jody Gibson, Alison Gilmore, Maria Longley, Karen Meinerz,
Members not present: Karima Bahrnes-Bell, Tracie Stephens

-Meeting called to order at 6:16 pm

-July 2016 Board Meeting minutes were approved.

Treasury Report-Alison

1. Alison is having difficulty getting online access to the account and will need to go into the bank to set it up.
2. Forms - We need to make sure the reimbursement forms do not say, "Will not reimburse for tax." Karen suggested Alison and Karima use Monte Vista's forms as a template.
3. Karima is having difficulty with Quickbooks and does not have any past financial info. She has reached out to former Board members for help but has not heard back.
4. Bag tag invoices came on for \$102.00 and \$56.00.
5. We need to buy new cash boxes (the kind with slots for bills).

Committee Reports

1. Harvest Festival – Shannon will be holding the first meeting with her volunteers on 9/2. Karen reported that she's secured donations from about 7 vendors. Shannon has asked the Board to help get auction items.
2. Spiritwear – Jody and Helen will go into school Friday to collect/fill orders. They will sell at Harvest Festival, too.
3. Communications –* Sarah McGrain resigned from the Board,
 - Web hosting - We are going to ask Sarah Woods (web designer) to be our webmaster.
 - We still need a few images for the website, but all the other content has been submitted. Jody has some images she can upload to Google Docs and we can supplement with clip art and icons. We can also take a photo of the front of the school, the panther and the new mascot to be used on the website.
 - ***Action Item** – Maria will contact Mr. Nienaber re: images from the yearbook that we can use.
 - ***Action Item** – Jody will upload images to Google Docs.

- *Action item** – Maria will ask Sarah Woods for a reasonable timeframe for relaunch of website.
 - We still need domain registration (we're currently with GoDaddy and Sarah Woods thinks they are fine) and web hosting.
 - Maria is cleaning up our Gmail inbox.
 - Discussion was held on how to best let Linda Crawford know of our communication requests.
 - Facebook – promote Panda Express FDN, Harvest Festival donations and Costco Night.
4. Hospitality - Rumbi luncheon went well. We received a \$150 donation for hospitality.
 5. Family Dinner Night – Jody set one up for Panda Express 8/31. Discussion was held on frequency of FND (monthly?) and possible restaurant options.
 6. Band Boosters – Maura Finnerty, Karen and Monica met to revise band bylaws. There were some irregularities last year that could cause us trouble re: our 501(c)(3) status.

Old Business

1. We tabled bylaw review until members can meet separately and create something to present to the Board.
2. MTT/CN Recap – MTT format may change next year, but it is very difficult for us to be out in the heat. We made a profit on spiritwear that night (\$400-600?), though it was a bit difficult to push old stuff because we don't have much inventory.

New Business

- Karen reported that she is labeling file folders for all Board positions in the PTSO drawer in the Altadeña office.
- Shop Night at Costco – 9/17 from 7:00-9:00pm, closed to the public/for Kyrene families only. We need to promote this because for every \$100 spent, Altadeña gets a ream of paper. We need 3 people to man our table, getting there around 6:30 to set up and decorate and remind people to say they are shopping for Altadeña. We will have a grocery cart to collect donations (parents can shop from the school's wish lists).
- We have received some soft requests from Mr. Martin for \$2,000 for 7 Habits training for staff.
- Karen and Jody have been talking to Mr. Martin about two possible fundraisers: 3/24 for a combined Band Concert/Movie Night Community Event, and for an APEX Color Battle (3/13-3/24).

Next Board meeting changed to 9/12 at 6:00pm at Jody Gibson's house.

Meeting adjourned at 7:48 pm.

Respectfully submitted,
Monica Gellman, Secretary