

Altadeña PTSO Board Meeting
September 12, 2016
Jody Gibson's House

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

-Meeting called to order at 6:25pm

-August 2016 Board Meeting minutes were approved.

Treasury Report-Karima

1. Current balance: \$24,612.91.
2. Forms – Karima has updated the forms.
***Action Item:** Karima will email forms to the Board for review.
3. On Mondays, Alison and Karima come into Altadeña to do reimbursements, check, etc. We still need to figure how to handle Monday holidays, urgent requests, etc.
4. Karen needs to be added to signature card for bank account.
5. We can use the debit card or purchase orders if teachers cannot front the money for items they want (teacher grants).
6. We will also be helping process the funds for the cross country Ice20 ice pack fundraiser. PTSO will receive a check and then give the money to cross country. We will need to amend the budget to include a line item for all the groups for which we “house” funds.
7. PROPOSAL – Library Speaker author, Janette Rallison. Approved for up to \$300.00.

Committee Reports

1. Harvest Festival – Karen reported on the recent committee meeting. We have volunteers for ticket sales. We also have a volunteer to sell spiritwear at Harvest Festival but need to make sure all decisions are run by Jody/Helen. We are still waiting to see if we can have adoptable puppies at the festival. Silent auction is coming along (items include a Disney trip, wine tasting, entertainment, sports tickets, tours, etc.) but we still need more items donated. We will also have a free mattress from Tuft & Needle that is raffled off separately from the silent auction. Tickets will be \$5 or 5/\$20.

2. Spiritwear – Spiritwear is slow, but we received 26 bag tag orders. We need to order smaller sizes in flannel pants and shorts.
3. Communications – Maria- Website draft will be available tomorrow! We need to pay Sarah Woods and move forward with the launch. We still need a webmaster (Sarah Woods said no). Maria proposed Mr. Nienaber, but there may be a conflict of interest.
***Action Item** – Maria will advertise for a webmaster on FB.
-APPROVED – We are staying with GoDaddy for webhosting/domain name.
-Maria is still trying to fine tune the communication process with Linda Crawford; communication priorities need to be by dates.
4. Hospitality - Next luncheon is this Thursday: tailgate theme.
5. Family Dinner Night – Next one is Yoasis – 9/21.

Old Business

1. Costco Night – Angela Ferreira has agreed to do it but we still need at least one more volunteer. Karen has asked Christie LaFrance to send out a call for volunteers for Costco.
***Action Item:** Maria will make some signs for our cart and table.
2. We tabled bylaw reviews to next month.
3. Incorporating 7 Habits – Maria will reach out to James Martin re: how PTSO can communication 7 Habits to parents.

New Business

-General Meeting date moved to 11/16 to accommodate Superintendent Jan Vesely.

Meeting adjourned at 7:52 pm.

Respectfully submitted,
Monica Gellman, Secretary