



McLANE ELEMENTARY  
PTSO

## Meeting Minutes

Meeting Date:	July 11, 2011	Meeting Time:	6:35 – 8:30pm
Location:	Molly KK's House – 1749 Cambridge Loop		
President:	Denise Sawatsky	Attending:	Kelli Coombs, Molly, KK, April Potts, Michelle Schlagel, Leslie Smith, Trudy Soucoup
Absent:	n/a	Guests:	n/a

Time	Agenda Item	Point P	Deadline
6:35pm	<u>End of Year Treasurer Challenges</u> : Dip Funds & Field Trips \$ for 2011; 100 Mile Club	Kelli	9/1/11
<b>Discussion</b> Do we want to have guidelines for use of funds? 100 Mile Club: High Spending at end of year on small number of participants.			
<b>Outcome:</b> Leave things as they are.			
<b>Action:</b> Denise will talk to Rebecca re budget and what things are covered		Denise	9/1/11
Time	Agenda Item	Point P	Deadline
7:05pm	<u>NW Fundraiser</u> – DATE?	Denise	9/1/11
<b>Discussion:</b> Do we want to continue using this? If so, what date?			
<b>Outcome:</b> Will we continue with NWFundraiser. Makes good income w/minimum work. What date will we hold fundraiser? Need chair			
<b>Action:</b> April & Molly will work on finding a chair/s. Need to set day in order to insure items arrive prior to Christmas		April & Molly; Denise	8/15/10 for chairs
Time	Agenda Item	Point P	Deadline
7:10pm	Bob West – <u>Santa's Secret Shoppe</u> – Dec. 2	Denise	7/11/11
<b>Discussion:</b> Value/quality of items. Michelle suggests adding to main Holiday Bazaar in Gym. What about kids shopping during school hours? Can we have a free zone for kids who can't afford?			

Time	Agenda Item	Point P	Deadline
<b>Outcome:</b> Drop Bob. Do it ourselves.			
<b>Action:</b> Change name to <u>Kids' Holiday Shop</u> . Molly & Michelle will Co-Chair. Need to start soliciting donations.		Molly & Michelle	11/18/11 for donations
Time	Agenda Item	Point P	Deadline
7:15pm	<u>Bazaar</u> – December 2.	Molly	
<b>Discussion:</b> Good event but need a chair to be able to run. Try to 'jazz it up'. Music, Magician? Juggler? Invest in some marketing materials? Banners, signage?			
<b>Outcome:</b> Good fund raiser. Want to continue.			
<b>Action:</b> April & Molly will examine volunteer list for potential co-chairs for event.		April & Molly	8/15/11 for chairs
Time	Agenda Item	Point P	Deadline
<b>7:25pm</b>	<u>Laptop Lunches Fundraiser</u>	Kelli	7/11/11
<b>Discussion:</b> Better prices when on paper than online (TRUDY RESEARCHED...PRICES WENT UP BETWEEN WHEN WE STARTED OUR NEGOTIATIONS – ALL PRICES NOW HIGHER)			
<b>Outcome:</b> Keep for 2011 – online only			
<b>Action:</b> Promote in newsletter & have sample at events. Consider doing paper flyer once a year.		Trudy	n/a
Time	Agenda Item	Point P	Deadline
<b>7:30pm</b>	<u>Facebook &amp; Constant Contact</u>		
<b>Discussion:</b> FaceBook is a great opportunity for us to stay in contact with parents & staff. Constant contact (or other system) will simplify contacting our supporters and promoting events & volunteer needs. Michelle suggested we look into PTSO specific program called PTOToday....may serve our needs better as it tracks students/families when they are/are not part of the school anymore.			
<b>Outcome:</b> Denise & April keep Facebook up and current. All agreed using an online supporter management system is a good investment.			
<b>Action:</b> Molly sign up for Constant Contact, member tracking & contact system online. Cost seems reasonable. <b>Moved by April to invest in Constant Contact for 2011, Second, Molly Carried. AMENDED: Michelle suggests we check into PTO Manager <a href="http://www.ptotoday.com">www.ptotoday.com</a> –specialty contact system for school PTOs. Re-discuss at August meeting.</b>		April	8/15/11

Time	Agenda Item	Point P	Deadline
<i>Time</i>	<i>Agenda Item</i>	<i>Point P</i>	<i>Deadline</i>
7:35pm	<u>Back to School Night</u> – Sep. 6	Molly & Denise	
<b>Discussion:</b> Can we do something to designate PTSO members so supporters will know who to ask questions. Want to do something to make it more fun & inviting to families. Invest in some marketing materials? Banners, signage?			
<b>Outcome:</b> Trudy will look into getting “I’m on the PTSO” buttons made at the Fire Dept./school. Molly & Denise will organize Root beer Float.			
<b>Action:</b> Track down button maker & make buttons		Trudy	9/1/11
Buy ice cream floats & java & jitters stuff		Molly & Denise	9/6/11
Time	Agenda Item	Point P	Deadline
7:45pm	<u>Curriculum Night</u> – 9/22	Denise	
<b>Discussion:</b> How do we want to support this event?			
<b>Outcome:</b> Provide Cookies & Water. Tabling w/info on PTSO and events			
<b>Action:</b> Buy Cookies & set up on night		Denise & Molly	9/22/11
Time	Agenda Item	Point P	Deadline
7:50pm	<u>Need Fundraising Chair</u>	Denise	8/15/11
<b>Discussion:</b> We should limit the number of events we are doing and find a person/s to oversee all fundraising events. Just need someone to organize all the other chairs who will actual organize the actual events.			
<b>Outcome:</b> Fundraising Chair search will begin and we will have to decide if we need to reduce the number of events we are doing if we can’t get one/s.			
<b>Action Item:</b> April & Molly search volunteer list for a chair.		April & Molly	8/15/11
Time	Agenda Item	Point P	Deadline
7:55pm	<u>Newsletter &amp; Flyer</u>	Denise	8/24/11
<b>Discussion:</b> Need to be able to promote upcoming events at “Who’s Your Teacher” day. Need to put a “take one” box up at school for those who drop in and want info. Also have on counter in office.			

Time	Agenda Item	Point P	Deadline
<b>Outcome:</b> Trudy will design Newsletter (August) and Flyer. Items to include: Java & Jitters, Back to School, New Teachers announced, Curriculum Night, Facebook, EScrip, laptop lunches			
<b>Action Item:</b> Trudy – design & send out for proofing. Buy a ‘take one’ box for outside & one display board in foyer.		Trudy	8/24/11
Time	Agenda Item	Point P	Deadline
8:00pm	<u>Missoula Children’s Theater</u>	Denise	
<b>Outcome:</b> Booked. Pied Piper. 1/23-28, 2012			
Time	Agenda Item	Point P	Deadline
8:05pm	<u>Carnival &amp; Auction</u> – Date?	Denise	
<b>Discussion: Need to revamp carnival. Invest some money in new activities and marketing. Needs chair!</b>			
<b>Outcome:</b> Leslie will chair the auction but we need a chair/co to run the bazaar. Need someone who will help revamp & bring new excitement to the event.			
<b>Action:</b> April & Molly will check volunteer list for possible chair/co		April & Molly	8/15/11
Time	Agenda Item	Point P	Deadline
8:15pm	<u>Mission &amp; Vision</u>	Kelli	
<b>Discussion:</b> Looked up Mission & Vision on PTSO website. We don’t want to rush into making a decision about if this mission & vision is still appropriate. Will we need to change our bylaws to reflect a new mission?			
<b>Outcome:</b> All agree we need more time to carefully examine if we wish to use the current mission – does it still represent what we want to do at the PTSO. Our mission and vision should inform all the decision we make about how we raise funds and how we use the money raise.			
<b>Action:</b> All members will take a look at the mission/vision and be ready to discuss at the next meeting. Trudy will research the implications of changing our mission.		All PTSO members	8/15/11
Time	Agenda Item	Point P	Deadline
8:25pm	<u>Organizing the PTSO Portable</u>	Denise	8/16/11
<b>Outcome:</b> Do it prior to our next meeting – 4pm, 8/16/11 Denise/Kelli will determine what, if any, shelves, boxes etc. we may need.			
8:30pm	<u>BBQ &amp; Fund Run</u>	Denise	

Time	Agenda Item	Point P	Deadline
<b>Outcome:</b> Split into two events look into PTSO funding & serving the food for families.			
<u>Agenda Item for 8/16/11:</u> Who will prep display board before 8/24??			<b>Next Meeting:</b> Tuesday, August 16 6pm@ McLane PTSO Portable. Clean Up at 4pm