

Cathcart Parents Organization

Board Meeting Minutes

Friday, September 20, 2013

Board attendees: Amy Banken, Ginger Kunz, Riana King, Tara Rogers, Kim Foglesong, Christy George, Sarah Ricci

Guests: Sandy Ropka, Mike Anderson

Absent: Shellene Cano, Diana Francis

Location: CPO Room

Action items

Meeting called to order at 11:35am

1. Open President position:

- Sarah Ricci and Riana King stepped forward as nominees for the co-presidency.
- The board members discussed what would happen with Family Events and Fundraising, which both have major events going on and will require attention for the rest of the year. We discussed seeking new board members and suggested several names of people who are consistent volunteers for any activities. **Sarah, Amy, Christy and Ginger will follow up on suggested names** and report back what the members' interest is for Family Events and Fundraising.
- With regards to Fundraising, concerned that Diana might be feeling burdened by the Fundraising role she accepted last year, before she bought her restaurant. Someone from the board will talk with Diana about Diana's interest to stay on the board.
- Amy motioned that Sarah Ricci and Riana King become our new Co-Presidents. Christy seconded. All board members present concurred as well.

2. Treasurer:

- After hearing Mike's comments at the General Meeting, and noting that the track has not been paid for in final, Amy motioned that we finalize that the Fund Run monies raised last year (approx. \$7000+) should be paid out toward the track as intended. Riana seconded. All board members present concurred as well. **Mike Anderson will provide Tara with information on who the Payee should be for that.**
- We discussed the option of the CPO making up an invoice for parents on Curriculum Night for such things as A.R., Time for Kids, Agendas. Mike Anderson offered his comment that we should skip that and let any requests come from the teachers and the school.
- Mike reminded us that there are so many changes happening this year at the school. Teachers and Staff are learning new ways to run the business of their budgets in a different way. We are rebuilding this year and its okay to have a lean year. Commented that our student population has only 23% free and reduced lunch, down from the rumored amount last year. He wanted to be sure that we knew it was OK for us to not provide funds to the school this year, because it's okay poor for a year.
- Christy reported that she, Shellene and Tara went over all the Hospitality coded items for last year to really see what was spent on their assigned responsibility. Found that many things were mis-categorized, and that some things that were Hospitality were purchased unbeknownst to the Hospitality committee. After the review, Hospitality would like their combined budget request modified to \$1200 and break down to just 3 categories. Plan to cut back on costs for thank yous, general meeting refreshments, etc. Reminder that Hospitality items should run through this team only. We should forward ideas and requests to them to keep things organized.



- Tara plans to come to each board meeting with budget updates so each chair or committee knows where they stand.
- We discussed the bank account. We will get new signors on the account when we know how positions might be filled. Tara questioned if she should possibly get a CPO credit card instead of debit. We found that it was probably more fiscally responsible to have individual pay for items and then be reimbursed by check from Treasurer, or get money in advance. But most times for the usual purchasers, logistically it doesn't make sense and then the individual is out until reimbursement. **Tara is going to get more information from bank and report back on the pros and cons.** Riana and Christy will use the available Debit cards for now.
- We will finalize our board meeting minutes and Tara R can take up to the bank for preparing for signature cards and online banking. The signors on the account will then be Tara R and Riana, until Sarah and the new 1st VP Fundraising and 2nd VP Family Events can be elected. The board also felt that only the Treasurer needed and should have the online access.
- Tara also said that she may look into a new software program or some kind of register that will be helpful for Treasurer.

3. Dance:

- Riana reported that Gaylen is all set for the DJing the dance. Mike confirmed that Mrs. Olson and Mrs. Ingram are aware that there is no dance week this year.
- We agreed that we'd like to sell pizza (\$2), caffeine free soda (\$1), water (\$1) and popcorn (.25). After getting some pizza quotes, we decided that it made sense to go with pre-made pizzas from Costco.
- Paula B and Melinda B have both offered to volunteer in the kitchen that night.
- **Christy will check with Keri Eggers about status of popcorn supplies.**

4. Display case:

- Christy, Shellene and Diana will update the case on Monday with Fall Dance and Fundraising.

5. New Business:

- All outgoing communication for CPO weekly or fliers from CPO that goes through school should come through Amy. She will get submitted for Mike's approval and Gaye's assistance.
- First item on agenda next board meeting will be Mission Statement work.

Meeting Adjourned at 1:13pm

Notes by Amy Banken

