

MITCH PSO Meeting Minutes

Thursday, August 6, 2015

Meeting called to order at 7:38

In attendance: Renea O, Sarah Uslan, Joleine Sigler, Beth Hudson, Michele Vitali, Sarah Wiechec

Renea gave a quick report on what has been done to continue setting up the MITCH PSO: She has filed for non-profit status using the quick form which stipulates that the organization will fundraise less than \$50,000 per year (this also means that the PSO will not have to have an annual audit). Bank accounts set up; post office box has been obtained.

Renea confirmed that PSO Leadership members received information about their PSO email accounts. PSO accounts for: president, vice-president, secretary, treasurer and volunteer coordinator (support). Members at large will use their personal email addresses.

Renea is in process of applying for liability insurance. Contacted insurance company used by MITCH, will receive quote on Monday (Aug 10).

Evite for PSO hosted BBQ went out to board members, staff/teachers, and school board. Will be Aug 26 at 6:00 pm.

Agenda Item: Review operations manual

We discussed the draft of the "Operations Manual." Changes, suggestions, additions were discussed.

- Kate Ark is a yes as nominee for Volunteer Coordinator
- Add Sarah Uslan as Vice President
- Fill in emails and phone numbers
- Use PSO Mission statement for paragraph on "Goals of PSO"
- Final expense reports are required for all events (even when chair of event remains in position for subsequent years).
- Add visual/chart with PSO Hierarchy—Leadership, committee chair, committee members with guidelines about what will or will not happen at PSO meetings. Part of this could/should also be establishing Renea (and Beth?) as liaison with Front Office, for maintaining calendars, problem solving, etc.
- Contracts: have President and one other board member sign (check that this reflects bylaw guidelines)
- Meet with office staff to see if they have suggestions/additions (ie: paying for copies?)
- Timeline for email: deadline of prior Friday for information to be included in weekly email. Email sent on Tuesday/Wednesday.
- Add section on procedures for using the school after hours: set-up of events, clean-up, etc.

Beth will make these changes, fill in the document as necessary and resend for review and potential approval at the next PSO Meeting.

Mail Chimp Membership: Sarah U and Beth will work with office to figure out procedure for updating Mail Chimp subscription lists (adding new parents, deleting departing parents)

Michele will look at creating board binders / committee binders, with this Operations Manual as first 'entry.' Beth will work with her on this offline.

Joleine will draft a "Letter of Introduction" from the PSO, dealing with basic questions parents might have about this new organization: who are we? What do we do? What are the goals and objectives of the PSO? What do we NOT do (boundaries between us and the school)? This should be sent/handed out at back to school night OR with back-to-school paper work, or emailed. Request that this document come from Melissa Meyer.

Agenda Item: Year Plan

Introduced discussion of 2015-2016 Fundraising / Event Plan

The following points were discussed about the general plan:

- Need to coordinate this calendar with the school
 - Make sure all PSO dates are on school calendar
 - Color code our document so it is clear which events are ours and which are for the school. (NOTE: want to avoid confusion, too, about what is and is not PSO responsibility)
- Ongoing Fundraisers: add Target to events
- make clear that will be additional events added to this calendar
- Committee Chairs and PSO Leadership participation on committees
 - Each committee needs a PSO Leadership participant
 - Auction: need chair; Renea will be PSO liaison
 - Marathon: chair = Sarah Wiechec, Joanna Shetler (pending) PSO liaison
 - Book Fair: chair = ? / Kate Ark will be PSO liaison
- look for chair for auction: Renea will be board liaison to that event.
- Renea will contact event/fundraising chairs to settle their participation, and date planning, etc.

Park Days:

- Saturday, August 15 @ Ibach Park, 10:00 am
- Sunday, August 30 @ Tualatin Community Park, 3:00 – 5:00 pm
- Collect uniform donations during these times

Blu Supply Purchase

- Will arrive week prior to pick up on Sept 2.
- Will require volunteers to sort / process order (Joanna Shetler)
- On same day, work on uniform exchange sorting / setting up
- Clarify with teachers how they want supplies labeled / prepared for classroom drop off. Particularly Middle School and early elementary.
- Clarify how to deal with orders that are NOT picked up on Sept 2.

Back to School Paperwork / registration days:

- August 31 and September 1. Hours unknown; only office will be open, no parents in the school proper.
- Have PSO representative there for these days?
- Have uniform exchange available.

Meet your Teacher,

- Sept. 2, 4:30 – 6:30 (set up / volunteers arrive at 4:00)
- Greeters: Renea and Joanna
- Supply Distribution (in gym): Michele and Sarah
 - Have reams of paper for sale at pick-up...?
- Volunteer sign-ups: Kate and Beth
- Playground supervision: Joleine

Back to School Night

- Tuesday, September 15,
- Renea wants a few PSO leaders there: hand outs / presentation, volunteer sign ups...

Agenda Item: Job Descriptions

Renea confirmed that all have read and are comfortable with their position job descriptions.

Agenda Item: MITCH Marathon

Friday, October 9, morning, at Ibach Park.

Students will be transported from school and back by bus.

PSO will host but school will provide transportation.

Sarah Wiechec will chair and discussed using Uberthon to support our event. Sarah will investigate this option, looking into cost per student, if there is a minimum number of students to participate, timeline for day (all morning ok?), payment process (in advance? Deposit?)

Renea will work with Sarah to ensure that if we do use Uberthon it will not affect our reservation / use of Ibach park.

Sarah reported that Uberthon does provide race bids with tracking chips for lap counting, music, PA system, etc.

Sarah is also going to investigate sponsors to support costs of the event; Joleine will contact Athletepath about possible support for this event.

Renea will investigate MITCH Marathon t-shirt through Banner (online sales / orders) and contact Melissa about possible Parent Participation

Timeline: have information for families re: jogathon at the back to school night.

We also discussed volunteer needs for Marathon: 5 committee volunteers, and then additional support on the day of.

8:50 Meeting Adjourned (Renea motion, Sarah seconded)

Meeting Reopened 8:51 to discuss elections process.

Current office holders are provisional.

Will present these office holders as a slate of nominees at the September 10 meeting (and before via email).

Will publicize current open positions (Member-at-large).

Nominations for open positions as well as other positions will be taken on September 10.
Election will run electronically from September 15 – 22

- Ballots will be sent via Survey Monkey
- One response per email address
- Those on our Mail Chimp distribution list will receive ballots

Election results will be announced via email on September 29.

9:00 Meeting adjourned (Beth moved to adjourn, Sarah second, passed with no objections)

Upcoming Meetings:

Thursday, September 10 – Regular Meeting

Tuesday, October 6 – Regular Meeting

(unless otherwise indicated, PSO meetings will occur on the first Tuesday of every month)

Approved