



## HIJH PTO BOARD GENERAL MEETING MINUTES

Tuesday, July 14, 2015

1:30 pm – 3:00 pm

Becky Gerig's home

Attendees: Becky Gerig, Allison Cox, Julie King, Jen Watkins, Tim Baldwin, Jim Pearce, Tabitha Arnett, Paul Count.

### 1. Welcome – Becky Gerig

- Introductions of all in attendance.

### 2. Approve June 23rd Meeting Minutes

Jen Watkins motioned to approve June 23<sup>rd</sup> meetings pending a change to the location information for the next meeting. Tabitha Arnett seconded. Motion approved by all present.

**Action: Julie King to change the “next meeting date” information and reprint correct copy.**

### 3. Board Member Updates

President – None

Vice President – Not in attendance

Secretary – None

Treasurer – Paul Count has not received books/materials from previous treasurer. Previous treasurer, Sandra Jones, is still closing out business from previous year. Paul motioned to transfer all control of all PTO accounts at HNB to co-presidents and treasurer, and all record keeping to Quick Books online, allowing co-presidents and treasurer easier access and transparency. Budget would need to allow \$600.00 for set up and support items, then \$500.00 each year thereafter for user fees. This motion is pending fund availability. Seconded by Jen Watkins. Motion approved by all present.

**Action: Paul Count to get books/materials from Sandra Jones and verify the funds are available to set up Quick Books and establish co-presidents and treasurer on HNB accounts.**

#### 4. Finalize Coupon Book Fundraiser

Jen Watkins presented information on Entertainment books. Sale to start in October with a two week selling period. No min. sales required and books are shipped for free. Book cost is \$25.00, if we sell 1-149 books we make 20%, if we sell over 150 we make 40% which is roughly \$10.00 per book. The mobile app is nationwide. We are not penalized for un-returned books. At this time we are the only school selling this book. Becky Gerig, Julie King and Cindi Berry have agreed to co-chair the committee, with help from Jen Watkins, Kate Bailey and Michelle Wearly.

Jen Watkins motioned to approve the sale of Entertainment books starting in October with a two week selling period. Seconded by Julie King, motion approved by all present.

**Action: Jen Watkins to contact Entertainment Rep. and verify how they prep the student packets. (Are they bagged with instructions or do we need to plan to do that.)**

#### 5. Committee Chair Updates

Panther Tail Gate – Becky Gerig is still waiting to hear back from the Athletic Department.

**Action: Becky Gerig to continue follow-up emails and report back as soon as possible.**

Book Binder System – Jen Watkins showed five binders to give an idea of what the binders will contain when completed. Still working on obtaining information from previous year's chairs and need to set budgets for many of the committees. It was brought up by Jim Pearce that it might be easier to have information available on the schools software platform, such as Google Classroom or Blackboard. Information could be uploaded for each committee and selected access granted by the administrator each year. Jim Pearce recommended we include a tax deduction form in the binders for donations.

**Action: Jen Watkins will continue to work on creating binder system for each committee with a general outline of chair responsibilities. Binders will include a copy of the bylaws and an overview/comments page, per the Boards request. Tax donation letters will be supplied upon request, after the donation has been made. Binders will be ready before school starts.**

**Action: Jen Watkins to provide Becky Gerig a copy of committee chairs list.**

**Action: Jen Watkins to contact school website administrator and see if it would be possible to add committee information to Blackboard or Google Classroom.**

Tumblr Questions – Becky Gerig was contacted by spirit wear chair, Amy Stivers. Amy wanted to know if we are selling tumblers throughout the year. It was agreed that she should have tumblers for purchase at the Panther Preview with a special "sale/deal" price and then possibly available at other events, pending getting information from the vendor as to minimum order requirements.

**Action: Becky Gerig to contact Amy Stivers and have her verify minimum order requirements from vendor.**

**Action: Amy Stivers to contact Mr. Mankin and get authorization to set up a spirit wear table at several events throughout the year. Including volleyball games, football games, basketball games and parent nights.**

**Action: Paul Count to set up Square accounts and obtain necessary equipment prior to Panther Preview, August 5th.**

Box Tops Committee – This year’s chair, Allison Cox was present and asked about log-in information for the different merchants. Jen Watkins and Tabitha Arnett are working on getting that information.

**Action: Tabitha Arnett to provide the log-in information she has to Jen Watkins so it can be added to the committee binder.**

**Action: Jen Watkins to contact Susan Wahlstrom and Lori Hanline in the HIJH office to see if they have any log-in information since they handled box tops last year.**

#### 6. Discussion:

All board members agreed to the second Friday of each month as a set meeting schedule. If that date conflicts with the school calendar the meeting will be rescheduled to the third Friday of the month. Meetings will begin at 9:30 am and run approximately one hour.

**Action: Jen Watkins to compare meeting dates with school calendar and reschedule as calendar requires.**

It was agreed that Jen Watkins would prepare agendas for meetings. An agenda item request will sent to all board members at least one week prior to the meeting date. Jen will email meeting announcements also.

**Action: Jen Watkins to contact school website administrator to have meeting information added to the website.**

#### 6. Upcoming events

Next PTO meeting Friday, August 14<sup>th</sup>, 9:30 am at HIJH School.

Panther Preview Wednesday, August 5<sup>th</sup>, 1:00-7:00 pm

First Day of School Wednesday, August 12<sup>th</sup>

5/6 Meet the Teacher Night Tuesday, August 18<sup>th</sup>, 6:30-8:00 pm

7/8 Meet the Teacher Night Wednesday, August 19<sup>th</sup>, 6:30-8:30 pm

HIJH Fundraiser Kick-off Thursday, August 27<sup>th</sup>

