

HOUGHTON PTO BOARD MEETING

January 12, 2009

ATTENDEES:

Board: Nancy Kuemin – President, Liz Ziembovic – 2nd VP, Katie Graves – Treasurer

Members: Shelly Baczkowski, Darcy Berwick, Shelli Wildfong, Amanda Moore, Trisha Raft, Jesse Stevenson

The meeting was convened at 6:35 p.m.

- I. Michigan Masons Child Identification Program presentation by Charles Webster
 - A. Would like to put on an event at Houghton School to allow students to put together a kit of identifying information. Our school would need to provide tables, chairs, electrical outlets and trash cans. The Masons would provide 10 volunteers, more if needed. The Saline Police Department would provide Explorer Scouts to help. We can try to use NHS students from the High School, and Houghton parent volunteers. Perhaps the DARE officer could be present. All volunteers would need to attend a 1 hour long training, tentatively the night before. We agreed to put on an event and asked to set the dates as April 23-25. Could process about 25 children per hour, and would need to set up appointments. Process would take about 10 minutes per child to complete the 4 stations. Siblings welcome. This is free for families. Would notify Saline Reporter and Ann Arbor News and possibly have them present at event. This event would be for Houghton families. We could not accommodate the whole community. [ACTION: NANCY, JESSE, DANIELLE]
- II. The minutes for the meeting held on December 8, 2008 were reviewed with motion to accept proposed by Nancy and seconded by Katie; vote to accept was unanimous.
- III. Katie presented the current budget versus actual and advised that the checking account has \$150 with \$37.5K in the money market account. At the meeting, a check was issued for the Bat Program as a deposit, for \$50. A check was written to the Candy Band for \$700. And Katie mentioned there was a dispute from a parent who claimed to have written a check to the PTO for a Midland Fundraising item, then was asked by Midland to pay the \$30 again. Katie wrote a \$30 check to her and will sort the situation out with Midland to make sure the customer's claim is handled properly. [ACTION: KATIE]
- IV. Committee Reports on Past Events
 - A. T-shirts. No update.
 - B. Holiday Shoppe. We had a loss this year of about \$78. The company did inventory for us, as they did last year, but we believe there was a mistake. Jesse recalled the pick up men saying that a box was missing, and we think they may have charged us for a box of items we never received. Because we did not do the inventory, we can't dispute this. For next year, we may consider doing the inventory ourselves, making sure the prices are marked up enough to cover tax and the inventory charge. We had mistakenly budgeted for a profit for this event, though historically we have pretty much broken even. Next year, the budget should reflect that.
- V. Committee Events for Upcoming and Ongoing Events
 - A. Domino's Dough Raising Nights. We have made \$66 so far. We decided to have the event only twice a month, since sales have tapered a bit. Will ask Domino's to make one flyer a

month with 2 coupons at the bottom to save some paper. Amanda Moore and Trisha Raft suggested that we have them ready to hand out along with the Friday/Monday newsletter. They thought parents might pay more attention to it if it were attached to their newsletters. [ACTION: NANCY]

- B. Meijer Community Rewards. Meijer recently sent us a check for \$102. They are running a special for purchases of certain items until January 22. Will post something about this to our website. [ACTION: NANCY, LIZ, DARCY]
- C. Recycling. The acceptable items have been posted to the website.
- D. Newsletter. Liz requested updates for the February newsletter be emailed to her by January 20. [ACTION: NANCY, KATHY, LIZ, TAMMIE, KATIE]
- E. Candy Band. Nancy will pay the band and take photos for the yearbook. [ACTION: NANCY]
- F. Bat Program. Katie and Nancy signed the check. Nancy will send out the contract. Balance to be paid the date of the program. [ACTION: NANCY]

VI. Next Year

- A. Midland Fundraiser. The contract for next year will be signed soon. Our percentage of profit will remain the same with the new contract. [ACTION: KATIE]
- B. Book Fair. We will need to reserve our dates for next school year. [ACTION: DANIELLE]
- C. Holiday Gift Shop. We would like to use the same company, heeding notes above. Contract should be signed soon for next year. [ACTION: KATHY]

VII. Upcoming Meetings

- A. February 9, 2009 @ 6:30pm in the Houghton Media Room. We will have a teacher presentation on Everyday Math. Teacher TBD. [ACTION: JESSE]
- B. We decided to have our third and final teacher presentation at our April 13, 2009 meeting, so that we could devote more time in May to voting on the 2009-2010 PTO board. The presentation topic will be the Specials classes, and the meeting will be held in the Houghton Media Room @ 6:30pm. [ACTION: TAMMIE]
- C. On May 11, 2009 @ 6:30pm in the Houghton Media Room, we will nominate and vote on next year's board members. We will be having a meeting on May 4 after the orientation for next year's parents to talk about our mission and what each PTO position requires. [ACTION: NANCY, KATHY, LIZ, TAMMIE, KATIE]

VIII. Questions for Jesse or PTO

- A. Nancy asked when the upcoming Houghton School informational meetings would be announced. Jesse said there will be an EDO meeting for next year's families on February 3, 2009 at 6:30 at Houghton School. The rest of the informational meetings and registration dates will be announced shortly.

IX. Adjourn

- A. Nancy moved to adjourn the meeting at 7:34 pm, seconded by Katie. All in favor.