

## HOUGHTON PTO GENERAL MEETING

May 11<sup>th</sup>, 2009

### ATTENDEES:

Board: Nancy Kuemin – President, Kathy Baars – 1<sup>st</sup> VP, Liz Ziembovic – 2<sup>nd</sup> VP, Katie Graves – Treasurer, Tammie Wotton – Secretary

Members: Jesse Stevenson, Amanda Moore, Danielle Holloway, Dawn Ducca, Dana Evens, Lori Larson, Collette Marsh, Alison Denomme

The meeting was convened at 6:30 p.m.

- I. Approval of minutes for last month was proposed by Nancy and seconded by Liz. The minutes were approved with a unanimous vote.
- II. Treasurer's Report
  - A. The book fair takings were approved as a separate sheet but we still need to see the income in the budget for next year's budgeting purposes even if this is backed out with an associated expense
  - B. Field Day Trips - \$800 for Busch's which is double that shown in the budget. Need to better understand what figures should be used for next year.
  - C. Teacher gifts – Jesse to speak to teachers about using the gift amounts we budgeted for before the end of the year.
  - D. Off agenda – the tax return has been done and we owe \$65.
- III. Elections moved to Item 3
  - A. President – Dawn Ducca volunteered, Nancy nominated, Tammie seconded, approval unanimous.
  - B. 1<sup>st</sup> VP – Collette Marsh volunteered, Nancy nominated, Tammie seconded, approval unanimous.
  - C. 2<sup>nd</sup> VP – Alison Denomme volunteered, Nancy nominated, Tammie seconded, approval unanimous.
  - D. Treasurer – Katie Graves to continue in this position.
  - E. Secretary – Danielle Holloway volunteered, Nancy nominated, Jesse seconded, approval unanimous.
  - F. Volunteer Coordinator – remains open with Danielle covering until volunteer can be found – some discussion about Emily (Heidi McClelland's sister) putting herself forward.
- IV. Committee Reports on upcoming and future events:
  - A. Book Swap – All went fine. Darcy requiring help to put together instructions which Tammie will assist with. There was a suspected shortage of books after all had been reviewed and Darcy picked more up from the reuse store in Ann Arbor and was reimbursed for her expense.
  - B. Picture Day – there will be no spring picture day next year.
  - C. Registration and Orientation – Nancy gave an overview to new parents about the PTO and the work that it does for the school and the children.

- D. Administrative Assistants Day – Nancy read Sue’s thank you note to the meeting.
  - E. Child ID Event – 230 kids covered in our first annual event. Instructions for future planning have been done and passed to Kathy Baars for inclusion in the master CD. Suggestion to hold the event in January next year.
  - F. Teacher Appreciation Week – went well, thank you Liz for all your hard work!
- V. Committee Reports for Upcoming and Ongoing Events
- A. Field Day – Volunteers are coming in. Should be covered.
  - B. Zippy Auto Wash Fundraiser - \$105 to PTO so far. Fundraiser lasts all through May.
- VI. Next Year
- A. MIRM – (March is Reading Month) Suggested visiting author(s) – Christopher and Jeanette Canyon. Peggy McEvoy gave us an overview of their work. They are expensive so consideration needs to be given to how we are going to cover the additional cost or whether we do not hold the middle assembly. Basketball Jones is a must. Kathy to investigate “Mr Nick” and Jennifer Burchill to be asked for suggestions. Also, perhaps if middle assembly to go ahead still, consider Gemini who are very open to discussing reduction in fees.
  - B. Basketball Jones contract is signed for October 27<sup>th</sup>, 2009.
  - C. Holiday Shop – Kathy to call re contract
  - D. Recycling – Tammie raised the issue again of the method used this year to recycle cartridges. MaxPerks has been used. This is a frequent shopper card which gives store credit for cartridges taken in (max 10 per week). They now restrict the program to HP, Dell and one other but they offer more than Cartridges for Kids. New board needs to decide whether to continue with this method, allowing office to use the store credits and reducing the budget appropriately since cash will not be received. The Cartridges for Kids program may accept a wider range of cartridges and so may need to run both programs side by side.
- VII. Next meeting will be June 8<sup>th</sup> and will be a transition meeting to pass instructions and documents to the new board members.
- VIII. Meeting was adjourned.