

Houghton PTO Meeting Agenda

August 4, 2008

Nancy Kuemin, President; Kathy Baars, 1st VP; Andrea Kilbane, 2nd VP;

Katie Graves, Treasurer; Tammie Wotton, Secretary

Jesse Stevenson, Principal

- I. Approval of Minutes
 - A. May 20, 2008 (Kathy)
 - B. June 12, 2008 (Tammie)

- II. Treasurer's Report (Katie)
 - A. Budget meeting with Greg Martin needs to be set
 - B. Budget for coming year due

- III. Houghton PTO online (Andrea)
 - A. What should be included on the page
 1. PTO board members' contact information
 2. Agendas for upcoming meetings
 3. Meeting minutes
 4. Calendar of events and meeting dates
 5. Link to sign up to volunteer for events
 - B. Any sort of approval process before adding information online

- IV. Committee Reports for Upcoming Events
 - A. First Day Folders: what to include (Tammie)
 1. Letter from PTO board
 2. Information about Fall Fundraiser, Scrip, Box Tops, Campbell's Labels
 3. Volunteer form – please include AM/PM
 4. Permission form for Directory information
 - B. Bus Greeters (Tammie and Andrea)
 1. Need officer liaison and coordinator for PM
 - C. Open House: what should be at our booth
 - D. Picture Days (Andrea)
 - E. Fall Fundraiser (Katie)
 - F. Fall Book Fair (Nancy)
 1. Dates set with Scholastic as November 13-27
 2. Spring dates set as March 2-3
 - G. T-Shirts (Kathy)
 - H. Zero the Hero
 1. Need officer liaison and coordinator
 - I. Volunteers still needed for other liaison and coordinator positions

- V. Upcoming meetings
 - A. Do we need another August meeting date
 - B. We will begin our regular meetings at 6:30 on the 2nd Monday of each month in September
 - C. October is a general meeting
 1. Ideas for a speaker and/or topic

- VI. Adjourn

