

Houghton PTO Meeting Agenda

September 8, 2008 at 6:30 p.m.

Houghton Media Center/Library

Nancy Kuemin, President; Kathy Baars, 1st VP; Office Vacant, 2nd VP;

Katie Graves, Treasurer; Tammie Wotton, Secretary

Jesse Stevenson, Principal

- I. Approval of Minutes
 - A. May 20, 2008 (Kathy)
 - B. August 4, 2008 (Tammie)

- II. Treasurer's Report (Katie)
 - A. Presentation of recommended budget for 2008-2009
 - B. Vote on approval of budget

- III. Passive Fundraisers
 - A. Boxtops (Kathy)
 - B. Campbell Labels (Kathy)
 - C. Scrip (Nancy)

- IV. Committee Reports on Past Events
 - A. First Day Folders (Tammie)
 - B. Bus Greeters (Tammie & Nancy)

- V. Committee Reports for Upcoming and Ongoing Events
 - A. Houghton PTO online/Communication (Nancy)
 1. Progress report on website
 2. Use of communication channels (flyers, newsletters, bulletin board, teacher weekly)
 - a. Assign responsible person(s)
 - b. Leveraging room parents (+EDO room)
 - B. Fall Fundraiser (Katie)
 1. Progress report
 2. Promotion
 - C. Picture Days (Nancy)
 - D. Open House: what should be at our booth (Kathy)
 1. Scrip forms
 - a. Busch's cards to sell or not?
 2. T-shirts
 3. Fall Fundraiser
 - E. Zero the Hero (Nancy)
 1. Need coordinator
 - F. Grandparents Day (Tammie)
 - G. Student Directory (Tammie)
 - H. March is Reading Month Authors (Nancy)
 1. Christine Petrell Kallevig is district's choice, cost about \$725
 - I. Volunteers still needed for other coordinator positions

- VI. Fill Vacancy left in 2nd VP Office
 - A. Nominations
 - B. Vote on new officer

- VII. Upcoming meetings
 - A. October 13 is a general meeting
 1. Ideas for a speaker and/or topic

- VIII. Questions for Jesse Stevenson or PTO

- IX. Adjourn