

Meeting of the CTPO Board September 6, 2016

Meeting commenced at 7:30 pm

Present at the meeting: Nancy Frese, Elyssa Siegel, Bonnie Schoenberg, Christine Hultman, Patricia Dolins, Tracy Meyer, Debbie Rude, Tanya Slater, Carol Currie,

I. President discussion of budget

Goal is to discuss budget through our work plan

II. Review of Code of Conduct and Bylaws – Elyssa Siegel:

We need to be more organized and follow protocol

III. Review Budget planning sheet – beginning balance is approximately \$24,500

Budget discussion tabled pending further review of revenue and expenses.

IV. Work plan approvals

A. Finance Work Plan Approval – Tracy reported

Motion and second to pass work plan

Tracy said we need to add \$120 in bank fees as income

Amended bank fees on income side this year only by \$120

Moved and seconded. Unanimously Approved

B. Membership and Volunteer Development Work Plan Approval

Motion to approve membership and volunteer development work plan, seconded

Discussion – Patricia asked about the \$500 expense budget (Tanya reported that money will go toward membership receptions, gift cards, some website expenses including **donate here** button)

Tracy questioned whether we will increase membership enough to justify the \$500 budget

Tanya, Debbie and Nancy gave ideas for growing membership

Motion to approve as is, seconded, approved work plan passes

C. Marketing and Communication Work Plan Approval

Christine briefly discussed work plan

Motion to approve work plan as is, seconded

Discussion – the \$300 is the request by Chad for guest teachers

Motion and second to approve, unanimously approved as is

\$300 will go to Choir for guest teachers

D. Director of Fundraising Work Plan

This includes Scholarship WP and FPP

Moved and seconded to table the approving this work plan for now pending further information on FPPs
Banquets tabled for now – need work plan for choir banquet
Motion to give flowers to seniors, seconded; Board approved \$240 in misc. expenses for flowers
Need petty cash number - motion to put \$1500 in petty cash, seconded, approved

E. Governance Work Plan –
Motion to approve, seconded, no discussion
motion unanimously approved

V. Prioritize wish list –

Motion to table, seconded and approved, Julie Ann and Chad need to prioritize their wish list

Fundraising committee will meet and scholarship will meet to discuss their individual plans before next meeting

Julie Ann asked for \$750 for scholarships for 3 kids for All State – we need more info.

Nancy and Carol will talk to Julie Ann

No work plans for chaperones and wardrobe.
Three work plans pending.

Discussion about FPPs. Decision was made that from now on FPPs can be transferred to a sibling who is a freshman or older the year after a CTPO student leaves GBN if the family is a CTPO member.

There was a discussion about how to handle the Booster Shot checks that have already been collected by Fundraising Chair, Patricia. Patricia stated that she is holding the checks pending a determination on the CTPO's 501(c)(3) status and the status of our bank account. After lengthy discussion, it was decided that Patricia would turn over all checks to Tracy for deposit into the CTPO's bank account.

Christine is making a google calendar for the CTPO.

Meeting adjourned at 9 pm

Respectfully submitted,
Bonnie Schoenberg
CTPO Secretary