

Meeting of the CTPO Board of Directors

December 6, 2016

I. New Business

- Banking – Nancy suggested we open a new Visa credit card so we can get cash back on purchases; no annual fee. Some members questioned how we keep control over the cards.
- Accounting - Cheryl Rohlf is happy to be our accountant; needs based scholarship accounting is an issue we need to deal with. We need to provide anonymity for students who receive these funds. Per Cheryl, when amounts are minimal (e.g., show meals), Julie Ann will cover the student and then CTPO will reimburse her. Student will approach Julie Ann, she will pay for them and get reimbursed.

II. Work Plan Updates

A. Volunteer Development - Volunteer development is currently under VP. Nancy feels it should stay that way.

- Choir and theater banquets were both going to be held at Mission Hills to save money. There is some confusion about the food. We may be switching back to two different venues. We need more information.
- Hilton – Per Ellen Westel (as reported by Elyssa Siegel) cost is \$26 per person for 200 people – we could charge \$28 per person.
- Kelly at Mission Hills needs to be contacted to find out cost if we only have one banquet there.

B. Fundraising

- Booster shot – we sold 715 books; Patricia recommends we continue it but don't order too many books at first; re-orders are much faster now.
- Butterbraids – we didn't sell as many as we have sold in prior years but it's worth keeping; in the future, rather than give partial FPPs, we can give students a rounded down amount so CTPO has extra money for costs.
- Online fundraiser – no cost to us so we should keep it.

- Mattress sale – we didn't sell as many as last year. Too many fundraisers in the Fall. Needs to move back to original times slot later in the year. Costs us nothing. We may combine with band next year. Spring 2018 is next sale.
- Fruit Sale– band has a fruit fundraiser that we may try to join next year. Nancy will ask them.
- Open mic night – we have more administrative support this year.

C. Marketing and Development

- Per Christine, sending out a newsletter every month or quarterly isn't best. She would like to send out more email blasts publicizing our shows and events as they take place.
- Christine will reach out to Julie Ann and Melanie Krakauer regarding better publicity for shows.

D. Governance – no update; Carol will review bylaws again.

E. Membership

- Letters to nonmembers haven't gone out yet. Tanya needs to contact Debbie Rude to get letters out.

Meeting adjourned at 7:45 P.M.

Respectfully submitted,
Bonnie Schoenberg
Secretary