

2014-2015 Highland Lakes PTSO
Board of Directors Meeting
Monday, June 9th @ 10:30 a.m.

Things to decide:

1. Do we want to have teacher appreciation gifts monthly?
2. How often do we want to have food trucks vs. selling pizza?
 - a. Need Food Truck Contact
 - b. Need to schedule out way in advance if possible
3. Spirit wear
 - a. How many designs?
 - b. How often?
 - c. Sell at all events—need schedule
 - d. Need someone to help with orders for back to school night since I am leaving town in July.
4. Concessions
 - a. Put together concessions schedule
 - b. Meet with Kristie to find out dates/times/locations of sporting events on campus
 - c. Have set inventory needed to sell concessions
 - i. Pizza
 - ii. Water
 - iii. Gatorade
 - iv. Soda
 - v. Popcorn
 - vi. Other
 - d. Ask groups on campus if they would like to sell concessions
 - i. Tell them what needs to be purchased. If they need funds in advance to purchase, we can provide the inventory and subtract the cost from their earnings.
 - ii. Need to make sure they turn in ALL FUNDS the night of the event so we can count the \$\$, deposit it and issue them a check.
 - iii. Should have a “contract” or some sort of description for the process. We do not want to have to be there!!
5. Spirit Nights throughout the year.
 - a. Do we want to have them monthly?
 - b. Review calendar
6. Meetings
 - a. Set Board Meeting Schedule
 - b. Set PTSO Meeting Schedule—prefer during/after school
7. Donations
 - a. Send out letters monthly?
 - b. List of events where we would like sponsors
 - i. List of sponsors

- ii. Create Form Letter
 - c. Start list of companies that donate and their policies
- 8. Website—Anndi needs help. She is incompetent. LOL
- 9. Back-to-School Week
 - a. Week of August 4th -8th—Mr. Anderson said he will set aside for us to meet with each grade level to discuss PTSO events for the year
 - i. Homeroom parents
 - ii. Bearathon
 - iii. Fundraising needs
 - b. Wednesday, August 6th—Middle School Back-to-School Night
 - c. Thursday, August 7th—Grade School Back-to-School Night—
 - d. Friday, August 8th—Possible teacher/staff breakfast??

TO DO:

Kris:

- Update financial forms
- Determine if you need any software for accounting
- Determine any guidelines you want in place for reimbursements, accounting, etc.
- Figure out about PTSO Insurance (should be in Donica's documents)
- Calendar IRS postcard for tax filings—since we have not received status yet I assume we don't need to do it yet.
- Determine if we need to file in AZ?

Stephanie:

- Help Anndi with website (:
- Help Kris with creation of financial forms and uploading forms to google docs
- Organize google docs

Jennifer:

- Create list/database of potential donors with names, contact info, previous donations, etc.
- Create potential calendar of when we need to contact potential donors, for which events, etc.

Anndi:

- Work on website
- Create Bearathon forms and coordinate with Mrs. Dudzinski and Mr. Sodersten