

P.R.O.P Minutes

Special Meeting

Date: Thursday, October 17, 2013

Meeting commenced: 6:33 pm

President called meeting to order.

Members present: Laura Hall (President), Tiffany Grass (Vice President), Krisiti Kinney, Sondra Cevalin, Maxine Prasad, Andrea Bruno, Melissa Bankston, Nicole Reed, Jesus Lerma, Valerie Lerma

First order of business: discussion of open positions: Treasurer and Secretary

President discussed duties of treasurer. Tiffany Grass nominated Sondra Cevalin for position. Seconded by Valerie Lerma. Vote carried.

President discussed duties of secretary. Nomination of Melissa Bankston by Tiffany Grass for position. Seconded by Jesus Lerma. Vote carried.

Fundraising efforts: wrapping up of coupon book fundraising. PROP collected \$5,200 in coupon sales; we get ½ that directly to us. Need to send out e-mails to families (parents) that kept the books, but failed to turn in any money or orders. Andrea Bruno raised potential of future fundraising effort with Thunderbird Café, much like Peter Piper Pizza or McDonald's Night. Drawback is that the Café is only open for breakfast and lunch. PROP will keep this in mind as a potential idea.

McTeacher Night is tentatively scheduled for next week along with a food drive, however we need to bump this to the following week (week of the 28th). Laura, Pres, is going to get with St. Mary's Food Bank to work out delivery of food collection boxes. She will call to have boxes delivered for the week of the 28th. We will have a contest amongst the grades – whichever grade collects the most cans/amount of food gets a pizza party. PROP has pizza coupons from Peter Piper Pizza night (coupons were given to us – 16 total). If necessary, we can supplement these with funds from PROP. Mention was made of asking St. Mary's for a flyer to send out.

Laura announced that PROP is looking to open a new bank account. She and the new treasurer will get that taken care of as soon as possible. However, the past treasurer is looking for someone to go with her to close the old bank account and get a cashier's check. Jesus volunteered to go with her/meet up with her. Laura will get him in touch with her to get that done.

Sondra sent around copies of potential new documents for use by PROP that she would like to draft for the organization: Payment Request Form, Event Budget Form, Fundraising Amount Form. There was also discussion about procedures going forward for checks and balances (i.e. 2 signatures on all checks, auditing by three members (? Not sure on this point), etc.) so the organization is covered as well as everyone involved. That way everyone is sure of what is going on with the money and where the money

is going at all times. All members were impressed with the effort that she had put forth so far and the documents that she had sketched out for drafting.

Maxine brought up that we are supposed to have 1 copy of all textbooks used in the school in the PROP room for parental use. We currently do not.

There was a brief discussion of past financial practices and a lengthier discussion of our future financial practices and how we would like to proceed. Discussion of developing a budget, which has to happen, and properly managing our money going forward.

Kristi Kinney asked if it was possible to e-mail the 8th grade parents/moms to help with fundraising, in particular the 8th grade fundraising, which must start now; possibly pass it on to the student council. Kristi mentioned that she asked the front desk to have an e-mail on this sent out to the 7th and 8th graders but nothing went out.

Tiffany asked Sondra about having a sub account for the new Booster Club – which Sondra agreed – not necessarily a “sub account” but separate bookkeeping to account for the funds; so we know exactly how much the Booster Club will have at any given time. Kristi mentioned that the same would be good for the 8th grade; Sondra agreed.

Laura asked the members if anyone would like to take over fundraising going forward. McTeacher Night, another Peter Piper Pizza, Barnes & Noble giftwrapping (during the holidays), etc. Simply looking for a coordinator, someone to delegate the tasks and ask the list of volunteers to “volunteer.” Nicole Reed agreed to help.

Discussion of parent involvement – large group of people at first meeting, now down to 10 people. Typical. Need to remind people that there are mandatory volunteer hours for attending this school and part of those hours can be covered by attending the PROP meeting. This statement will be put on the PROP meeting flyer.

Flyers will be standardized going forward. Try for consistency and formality. A particular “look” for our PROP flyers.

Reminder that if you want to improve or update the website, you must go through Melissa (as new Secretary) to Sherry.

Adjourn the meeting at 7:50 pm

Next scheduled meeting on Thursday, November 12, 2013 @ 6:30 pm