

Committee Chair Orientation Meeting
August 24, 2009
Mary Woodward covered area, 9:00AM

Board Members Present: Natasha Ryan, Jill Weinstein, Lisa Cain-Stroud, Deborah Anderson, Kathy Belden

Deborah welcomed everyone to the PSO Chairperson meeting. Everyone attending introduced themselves.

The minutes from the May 2008 meeting were read and approved.

President: Preview goals for the current year:

- ◆ The current year calendar is enclosed in each packet, included are all the PSO set dates for the school year.
- ◆ The current year our focus will be to provide our services but we will emphasize to the chairs to watch expenses closely, as we are in a budget crunch this year.
- ◆ Bridging the Gap is currently asking for 15K from each PSO, the executive board will be meeting next week to discuss this. We do not have final numbers yet regarding the total funds raised through our efforts.

Volunteer Coordinator:

- ◆ Please review your budget and current year plan. If you think there will be any change in the budget contact Natasha and Lisa to discuss. The budget will need to be approved at the first board meeting in September.
- ◆ Updated evaluation forms will be emailed to each chairperson.
- ◆ Please remember to check your folders regularly, they are located in the back office.
- ◆ Please return binders no later than one month after your event.
- ◆ Contracts – Do not sign any contracts without the approval of the PSO President and executive board.
- ◆ The Xerox copier has been returned, Catie Stedman has donated a copier and placed it in the loft, this is for 30 or less copies. If you have more than 30 copies please use the Rizzo in the back office, however be sure to use PSO paper from the loft. Thank you Catie for the donation.
- ◆ Check requests must be submitted in writing, there are no verbal check requests. The form can be found in the back office.
- ◆ Deposits – two people must count Funds on site, and two signatures are required. Put the deposit in the safe in the office and let the Assistant Treasurer – Amy Brown know it is there.
- ◆ PSO Meetings – Please attend the PSO meetings prior to your event and the first meeting post event to give a status update.
- ◆ Documentation – as your committee is working, please document your strategy and save all forms and letters in your binder to pass on next year.
- ◆ Event completion – after the event, please be sure to thank all the volunteers that made the event possible.

Treasurer:

We are currently working on the budget for next year, it has not been finalized. After you review your budget and expenses please let me know if you expect any change in your budget so we can incorporate that into the budget.

We are also in the process of determining the schedule for writing checks. Two people have to sign the checks and once I get a process and schedule in place I will let you know.

Bank Day - Chase Bank, which purchased Washington Mutual and is now our bank did not continue the “Bank Day” program. Umpqua Bank however does have this program and if you know of anyone who is interested in getting this program up and running please have them contact me. Once the program is setup it is easy to maintain and provides a good benefit to the families at our school.

Ice Cream Social:

The Ice Cream social is set for Tuesday, September 8, from 4-6 pm. Last year the PSO Board had a table set up to greet people as they came to the ice cream social, this worked great for check in along with the ambassadors. Could the board please set this table up again? In addition, the Boy Scouts had tables set up last year at the ice cream social that, some other committees may want to setup a table of information as well. (i.e. Jogathon, or other fall fundraisers, or volunteer sign up sheets)

Regarding the signage for the Ice Cream Social, what is the status of the paper, can the PSO use the big rolls of paper; should the PSO consider purchasing rolls of paper for their use?

Volunteer Coordinator:

After the meeting if anyone is interested, there will be a tour of the workroom and loft. Please everyone clean up after yourself in the loft, it can get fairly messy and cluttered throughout the year.

Meeting Adjourned 9:45 AM.