

## PSO Meeting May 14, 2008

**Board Members Present:** Sherry Webb, Michael Shaw, Pam Engel, Heidi Clark  
Sherry welcomed everyone to the meeting.  
The minutes from April 2008 were read and approved.

### **Treasurer's Report**

Michael Shaw reported that our fundraising was a bit lower than we budgeted but that is ok because our expenses were also down. That short fall might also be made up with box tops and other income. This year we tried to be realistic with our budgeted expenses.

The financial report was approved.

Michael went over our financial review. We had Carol Feng audit our books. We have a check and balance system in place. All checks require two signatures, checks have to have receipts, we review bank statements and have monthly reporting. All books are open for review.

We are now conducting an audit because it is a good idea to have an outside person look at our financials and our insurance requires it.

Carol reviewed the bank statements and found two checks that were not signed by PSO were for fund requests, our deposits matched our bank statements, we did file taxes last year. The starting balance of \$63,900 was off by \$105 according to the bank statements, which could have been because we switched banks from US Bank to Washington Mutual. There were some NSF charges on bounced checks, we will get refunded on those charges.

Thanks to Carol for doing this audit.

### **Volunteer Coordinator**

Robin reported that we have over 10,400 volunteer hours recorded. We have been doing a great job of recording our hours. There may be a back log of some hours and she is working on getting all the committee chairs to report.

We have filled 13 of 19 chair positions. There are a lot of new people volunteering. We'd like to do a better job of inviting new parents to volunteer. We still need people for newsletter, webmaster, room parent coordinator, picture/health screen day, spring fundraiser and yearbook. Also the Volunteer Coordinator position, which a couple of people are considering. Kara Doan will be coordinating the "2 hour of Power", data entry and name badges.

We need the chair person notebooks back from the events that are done.

### **New Business**

Election of new officers for 2008-2009:

Pam Engel, President

Sandra Jones, Treasurer

Kathy Belden, Secretary

All positions approved.

### **Committee Reports**

#### **Carnival**

Michelle Woodworth reported that with 2 ½ weeks until carnival we still need people to help with set up, decorations and booth set up. We have a lot of help with the class booths. There will be times on Tuesday May 20, Thursday May 22 and Wednesday May 28 to paint signs. This year we will have lots of entertainment: Metro Cheer, a clown, pie eating contest to name a few.

#### **Staff Appreciation**

Kara Doan reported for Clair Sawin that staff appreciation week went very well and everyone appreciated all that we did.

Meeting adjourned at 10:25