

PVA Meeting Minutes from 3 November 2011

To: All PVA Board Members & C2E Parents
From: Suzanne Holland, PVA Secretary
RE: 3 November 2011-Meeting Minutes
Location & Time: Library at 6:00 p.m.

In attendance

- Karen Kistle
- Suzanne Holland
- Ellen Nollenberger
- Donna Mitchell
- Wendy Rhyne
- Jennifer Tinsley
- Jayme Nannestad

Call to Order:

6:05pm Karen Kistle called the meeting to order. Minutes from the 21 Sept 2011 PVA meeting were previously accepted via online review, approved by the Board, and are now available on the PVA website.

PVA Budget Report:

The PVA Treasurer, Ellen Nollenberger provided a detailed report showing actual year-to-date, planned/budgeted, and last year's actuals. She identified all monies the PVA is responsible for.

- Year-to-date fundraising : \$24,306.55
- Year-to-date expenses: \$638.13
- Current account balance: \$23668.42

Although there is still ongoing reconciliation of a few checks from the cookie sales, with the Fall Fest earning twice as much as last year (Thanks Jennifer Tinsley) and a successful Papa John's night, we are well on our way to our goal of \$30K by year's end.

Discussions are ongoing regarding PVA managing SCRIP funds and the Direct Giving Donations. An agreement was reached that the SCRIP funds will stay under the School account until there is a positive cash flow at which point the transfer will be put in place at the end of the school year. PVA will manage the Direct Giving Funds.

Action Update:

- **DCEF** – (closed) Karen Kistle reported back on the issue of paying teachers for their time to sponsor (open/close the building) PVA events. DCEF suggested that PVA should start running events to include opening /closing / and cleaning the building after each event.
- **Closet Cleanout** – (open) Amanda Hogan was not present, but Jennifer Tinsley reported that the inventory are mostly Fall Fest items.

- **New PVA Website** –(open) Suzanne Holland reported that there are many options on building an independent PVA website and the board will need to decide on requirements, budget, and resources prior to making a decision.
- **Fall Fest Weather Contingency** – (closed) obviously worked well since we held it inside because of weather
- **Mammoth Gala** – (open), actively seeking a chair/co-chair and advertising in the PVA press for volunteers, we are shooting for a Spring event for 2013
- **Spirit Wear** – (open) Karen Kistle contacted several vendors to include 360 to bid on designing Spirit Wear T-shirts with the target cost being approximately \$14 or less. PVA was given permission to be the POC for our Threaded Ink account for follow up on future Spirit Wear discounts and sales.
- **Petty Cash** – (closed) Ellen Nollenberger reported that a petty cash fund was set up in the amount of \$500.

Assistant Principal & Volunteer Coordinator Inputs:

- More budget cuts coming after this election
- Jayme is settling in and enjoying her new role as volunteer coordinator
- Would like us to promote/market the direct giving fund to help bring more cash into the school for student and classroom needs
- **Action: seek out a committee chair to re-invigorate direct giving. Wendy Rhyne volunteered to put together a letter to disseminate prior to the end of the school year**

Web Pages:

Karen Kistle continues to work with Ashley Koren regarding website updates

Events:

- **Fall Fest Lessons Learned:** Next year, go over safety rules and tear down instructions and have assigned volunteers to assist Big Air Jumpers
- **Box Tops** – Deanne Duncan was not present, reported via email that they were busy counting, currently about \$630, but still counting. Will announce the classroom winner in the next PVA Press
- **Holiday Tree/Wreath** sale – Karen Kistle – Flyers ready to go home in backpacks next week. Volunteer signup link in the Press, orders due by 18 Nov, with delivery on 9 December
- **Grandparent's Day** – Co-chairs Angie Martin and Jill Casper were unable to attend so Karen Kistle reported progress of event and had open dialogue with all in attendance. Many details still need to be worked out. Questions included options to rent tables or not? Buy table linens or rent or buy poly/plastic?
 - **Action: (Suzanne Holland) research table/chair cost at MWR on Buckley AFB**
 - Questions concerning the date still were discussed and to find out if the kids could do a Holiday rehearsal performance for the grandparents?
 - **Action: (Donna Mitchell) ask Mrs. Carlson if we can do a dress rehearsal during the day for Grandparent's Day?**

- Set expectations that this is for Grandparents, no classroom visits, kids go back to class after performance, must be done by 2:30.
- Motion was made by Karen to establish a budget for the tables. Motion was seconded by Ellen Nollenberger and Jennifer Tinsley, Budget was approved for \$350.

New Business:

- Scholastic: Will this be a PVA event or a school event?
- Papa Murphy: Ellen Nollenberger has a contact in place, ready to move if we want to go forward with a “spirit night” at the end of the school year
- Chick-fil-A: nothing new to report
- Crosswalk: Suzanne Holland was concerned about the safety of the cross walk parent volunteers and the students based on drivers not paying attention and running through the crosswalk with children in it. Confirmed that the school has safety cones, volunteers may or may not know about them. (Can we get students to assist during carpool to help carry cones and the no left turn sandwich board out to the crosswalk?) Also concerned about snow removal at the ramp to the crosswalk at Carlson Drive during incimate weather—snow was piled on the ramp causing students to slip towards traffic.
- Carpool: Suzanne Holland asked to establish a carpool database to aid families in identifying carpool buddies. Currently only 15 families are signed up for Ride Arrangers and it’s believed that there is a need but families may not know who or how to ask for help.
 - **Action: (Suzanne Holland) establish a database/spreadsheet, gather interest and run with it**
- Kids Klutter: Before deciding to promote one business over another, we need to research and find out what choices are out there. Donna Mitchell agreed that we are not tied to one school supply company and it would be wise to find out what else is available.
 - **Action: (Karen Kistle) do some research offline and see what other choices are available, what kind of funds will it raise for our school and get a few corporate bids for comparison**

The meeting was adjourned at 7:58pm.