

**PiP Meeting Minutes**

**August 7, 2013**

**Attendees:**

Nirav Desai – President, Stephanie Pickle – President Elect, Jennifer Christenson – Secretary,

Kathie Byler – Director of Programs, John Snyder – Director of IT, Kim Wood – Director of Communication, Aundrea Caldwell-Clark – Director of Committees, Marcia Dluhy – Director of Volunteers

**7:00 p.m. Meeting Begins**

Meeting started with overview of evenings Agenda. Jeff Weaver submitted his resignation as the Treasurer for PiP so Nirav motioned to make Stephanie Pickle additional check signer, Kathie second the motion. All in favor – unanimous, All opposed – none. Jennifer will draft the letter with meeting minutes and take to bank to change signers and remove Jeff.

Finance Overview

Outstanding invoices for Spirit Wear purchases to Peak Performance and to Rosa Lozano were approved for payment. Additional sales tax needs to be submitted for total sales last year now that Spirit Wear has been reconciled. Jeff dropped off all materials, proposals, checks, post office box keys, etc. Jennifer and Nirav will reconcile the account in the interim. 501(c)3 will proceed total costs are $1300 and estimated working budget will after reconcile should be around $11k. This includes already accounted for picnic expenses, garden committee and PiP annual insurance.

School Update

Nirav reviewed that the relationship between school and PiP continues to grow and that school is in full support of PiP and they are very excited about our direction this year. Received approvals for Lap-A-Thon and Family Fun Night as our annual fundraisers. PiP will be able to determine topics for the general session and they are enthusiastic that we will be offering robust content for general parent meetings. PiP will be introduced at upcoming parent meetings and meet the teacher nights. Garden committee plan review and approval is still underway with committee and school. We have been asked to provide teacher breakfast and lunch at least once each during the work week prior to school starting. Building form is still not available so continue e-mailing Julie until the form is complete and available, she will keep all of the dates on the master calendar. Committee meetings at the school must be approved using the same process. Spirit Wear has requested a cabinet that can be placed and locked at school so items don’t have to go back and forth. School is trying to find best place that can accommodate this request. Board would like to research cost of mulch replacement with shredded tire mulch.

Programs

Kathie created master plan of social engagement and proposed topics for PiP General meetings. Mom’s Dinner and Bike Rally were both a success! Dad’s lunch is coming up, preparation for September General Session and Picnic are next items to focus on. Also the creation of Field Trip Resource Book on shared drive for teachers and available for check out in Library. Two PiP proposed dances are in the works at this time, more planning needs to be done on these, one informal and one formal for MYP. Some clarification was given to Kathie on what events fall under her responsibility. Fundraising events will fall under Stephanie and committees will remain under Aundrea.

Communication

Website updates have been made to GLR’s, Board and Committee contact info. Forms page has been added so easy resource for teachers and committees. Added how to support page which includes spirit night information as well as merchant box top, target, etc. Updated Spirit Store Page and PE Shirts page for easy ordering, and updated event dates. E-mail blasts are being sent weekly highlighting key information and linking to website so that parents are directed to website to check it often. Welcome blast was sent to new families that joined after Bike Rally. Items still in progress “Brag Page” about all of the things we are doing, potential rock star volunteers, etc. Waiting to update Volunteer page but it needs to be done before Volunteer Orientation. Marcia will get final info to Kim. Communication meeting with school went well so that we can align our communication with theirs and follow process for Imagine Newsletter PiP Corner submissions. Kim would also like to print formal invitations for all Imagine staff to join our webpage and invite them to check out the new site. Rebecca Carson has been working on additional merchant committee areas such as Amazon Associates, E-Script, etc to submit for us to place on website.

Committees

Teacher Appreciation Committee Chair position was filled by Mayra Shuman so we are very excited about having her in that position! Banners have been purchased for back to school picnic and all spirit dates for the year are set and confirmed. Garden Committee school garden is still in-progresss, Teacher Appreciation Committee has identified 10 events this year, proposals and costs need to be completed and turned in for approval. Teacher/Staff birthday program will also be proposed. Still need a Hospitality Committee Chair.

Volunteers

Will there be new carpool procedures for this year? More info to come as school has requested a large number of volunteers for this area. In addition there will be some slight differences with pick up and drop off to help with congestion in certain areas. Need a description of Hospitality Committee to help find volunteers for this group. All e-mail blasts and website updates will be done by Kim and need to be submitted by Marcia.

Review of upcoming board and general meeting dates were reviewed and set.

Picnic review of Sponsorships and costs was done. Request for RSVP ability on website to be placed. Catapult contest needs to be promoted no sign-ups yet. Need a volunteer spot for picnic volunteers. All picnic volunteers need to be wearing the volunteer shirt so if you haven’t purchased one you need to do so. Summer event pictures need to be sent to Kim.

Parent information night dates are on PiP website. Spirit store will have a table at the events and Pip will have a table to sign people in and direct parents to website.

Monthly Conference calls for Board Members, Committee Chairs and GLR’s is proposed for the 2nd Thursday of the month.

**9:59 p.m. Meeting ends**