

 **PiP Meeting Minutes**

**June 5, 2013**

**Attendees:**

Nirav Desai – President, Stephanie Pickle – President Elect, Jeff Weaver – Treasurer, Jennifer Christenson – Secretary, Kathie Byler – Social Events, Kim Wood – Communication, Aundrea Caldwell-Clark – Committees, John Snyder – IT/Membership, Marcia Dluhy - Volunteers

**7:04 p.m. Meeting Begins**

Nirav opened meeting with a warm welcome and asked each new board member to give a brief description about themselves, goals and vision for PiP in 2013-2014. Each member shared their student grade and information as well as their enthusiasm and motivation for being on the board.

Nirav gave an overview of the history of PiP in regards to when it was started and what they learned over the past school year. Nirav’s focus as the President is on creating a culture inside of the board and for the PiP that is focused on what the board outlined as the key 5 pillars for a successful 2013-2014.

5 Key Pillars as designated by the board:

 School, Teachers, Students, Parents and Community

In addition at the next meeting each board member has been asked to bring their top 3 ideas or recommendations as they apply to the 5 pillars for discussion.

To complete the board we need to have a MYP and PYP teacher that has been assigned as representatives for the school. Nirav will have a discussion with the administration to determine this process and the time frame for completion.

List of current and past committees were reviewed and Stephanie, Aundrea, and Marcia will be meeting to determine which committees have someone in place and which committees will need to have some appointed to them. In addition they will discuss potential other committees based on the needs of the 5 pillars.

Interactive workshops as well as surveys to work with parents/teachers/students based on their area of interest in the 5 pillars, is a suggestion that has been made. This topic will be a continued discussion at the next meeting and board members will bring survey questions recommendations to contribute. Stephanie and Kathie will check with the school and previous board to obtain all previous completed survey data. They will review the data and present it at the next meeting.

Board determined it was critical to put together a forecast calendar of all activities for the 2013-2014 school year so that advanced planning and communication were a priority. Kathie Byler will be working with Kim Wood to make sure that all approved summer activities are on the website. 2013-2014 working calendar will be completed next meeting. Facebook communication was brought up but the discussion has been tabled. There will be a separate meeting to discuss communication channels including Facebook. Stephanie and Kim will work with administration to determine the time requirements for submission of PiP’s Corner in the newsletters that are distributed.

To make sure the board is operating appropriately Stephanie will obtain a copy of the amended bylaws and they will be posted on the PiP website in addition to distributing them to the board.

Vote for Continuation of Insurance was required to make sure that the policy did not lapse. This insurance policy covers activities after hours or events that are held at Imagine. Expiration date is June 20th. Jennifer Christenson moved to vote on continuation of insurance, Kathie Byler second the motion, all in favor unanimous, those opposed none. APPROVED

Jeff Weaver will work with previous Treasurer to get books closed, transferred and audited according to the bylaws.

The process needs to begin the transition of bank accounts from the previous board to the new board. New board will include 3 signers to help speed the amount of time necessary for reimbursements. It was agreed that a reimbursement process needs to be designed and documented for 2013-2014 school year.

John Snyder will research and determine the best source of online storage capacity for PiP documents. Options to be considered are Google Drive, DropBox, Onlinefilefolder.com and any other sources for such needs. In addition John will obtain and secure all passwords for any and all technology utilized by the board as it relates to PiP.

Uniform dates will be designated for Board Meetings, Reimbursement Schedule, Parent Socials, etc. The second Wednesday of the month for board meetings was suggested and will be confirmed at the next meeting.

Next summer board meeting will be July 17th to accommodate vacation schedules.

Meeting adjourned 9:59 p.m.