



Parents in Partnership, Inc

# General Meeting Minutes

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*Date | time* 8/27/2015 6:30 PM | *General Assembly & Meeting* | *Location:* MPR room at IIANT.

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## **2015 – 2017 Parents in Partnership, Inc. Board Members:**

Claes Brameus, President | Cissy Oldner, Vice President | Amy Colandrea, Treasurer | Chuck Gore, Director of Programs | Ram Singh, Director of Committees | Siotha Vest, Secretary

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### **Notice:**

Start the year off with an introduction to Imagine's Parents in Partnership team & guest speaker Don Menzies head of school. This is a general meeting of Imagine Parents In Partnership, Inc. (the "Corporation") at 6:30PM CST in the Multi-Purpose (MPR) room of Imagine International Academy of North Texas. All school families, and related community are invited. Voting members, and new members need to check in for their voting right sticker to be worn during meeting. New business, or other requests for accommodation may be submitted to [iiasecretary.pip@gmail.com](mailto:iiasecretary.pip@gmail.com), 48 hours before the meeting.

Prepared by:

Siotha Vest, Imagine PiP Secretary

DRAFT 4-8-16  
Approval 4-8-16

[Continued]

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Status	Item	Owner
Confirmed	Spirit Wear Sales Registration opens for voting members.	Spirit Wear
	Welcome	Claes
Confirmed	Opening & Meeting Policy Update Motion: To waive the 7 day membership requirement during this meeting, no opposed. Establishment of Quorum to Vote, Quorum is Established & Members in attendance are recorded in Secretary Logs. Introduction of the PiP Board Members	Claes
	Keynote Speaker Don Menzies, introduction to Imagine.	
	Parent Survey Report	Cissy
	Membership Status Report for 2015 – 150 Members (with new members tonight) We estimate 600-700 families in the organization 150+ families already members of PIP and growing Membership helps drive what and how PIP is involved PIP membership perks will be sent via emails; and will be available before general population	Siotha
	Finances, Treasurer's & Budget Report Overview: Budget for 2015-2016 school year, Vote Tabled. Licensed CPA's handling accounting this year. Net Cash: \$13,356 Future Obligations & Deficits are noted in working budget	Amy
	Fundraising & Programs Report – No current fundraiser approved by school. Committees & Volunteer Report – Volunteers are needed to facilitate future events & continue with our mission and growth. Q&A session allowed. No new topics.	
	Adjournment	Claes
	Community Networking & Volunteer Signups	

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**Additional Notes:** N/A

**Attendees / Guests:** Roster, and Telephone # logs are kept by Secretary for the exact listing of guests please inquire with secretary.

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[Continued]

What parents need to know about general meeting:

All PiP meetings follow the Roberts Rules of Order. Structure, Bylaws, and Procedures are all taken into consideration for each meeting. Most last 1-2 hours are usually outlined like this:

- a. Call to order
- b. Approval of the minutes
- c. Treasurer's report
- d. Correspondence
- e. Reports
- f. Unfinished business
- g. New business
- h. Announcements
- i. Program
- j. Adjournment

**Paid Members:** Only current members with Voting Stickers (obtained by checking in and confirming membership) displayed on their front shoulder will be considered during voice voting.

#### Key Terms:

**Motion** - A motion is a formal way to propose something on which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the president, the group discusses the motion until they are ready to vote. Finally, the president asks for an indication of "all those in favor" followed by "those opposed." \*Secretary records meeting & counts.

**Tabled** - A topic that needs to be further discussed at a later time than the present meeting.

**Quorum**- A quorum is the minimum number of members required to conduct business at a meeting. Imagine PiP requires 5% of members in good standing. Approximately 10 members (to be confirmed at meeting opening).

**Minutes**- The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.



Telephonic Conference Call:  
 (712) 775-7031  
 Access Code: 385 287#

Imagine Parents in Partnership, Inc.

# Board Meeting Minutes

**Date | time** 10/1/2015 6:30 PM | **Regular Meeting with Notice** | **Location:** | **Location:** Telephonic + Office Meeting, at 6401 Eldorado Pkwy McKinney, TX 75070

## 2015 – 2017 Parent in Partnership Board Members:

Claes Brameus, President | Cissy Oldner, Vice President | Amy Colandrea, Treasurer | Chuck Gore, Director of Programs | Unfilled, Director of Communications | Ram Singh, Director of Committees | Siotha Vest, Secretary

## MINUTES MEETING OF THE BOARD OF DIRECTORS OF IMAGINE PARENTS IN PARTNERSHIP, INC.

A regular meeting of the Board of Directors of Imagine Parents In Partnership, Inc. (the "Corporation"), was held on October 1/ 2015.

Status	Item	Owner
	Welcome   Establishment of Quorum Attending: Claes, Chuck, Siotha, Amy, Cissy	Claes
	Approval of Prior Meeting Minutes	Siotha
Reviewed	A. None Available.	
Reviewed	Officer Reports: A. Treasurer B. Secretary – Minutes are late, room reservations are based on Yeager office rules C. Communications – Need signage for events D. School Board – Claes & Siotha attend E. Special Committees: a. Spirit Wear – to meet 10/2/15, approved to create re-orders of shirts to maintain higher levels of inventory in stock. b. Boxtops – Key info: Kim McGovern - October 23rd End date - Friday the 23 <sup>rd</sup> . Bucket placed in front office for year round additions. Due to timing, IIANT will receive this year's check.	Respective
Reviewed	Current Action Items / Unfinished Business / Special Orders Presentation - Fund raising - Programs & Limitations - Spirit Wear to change to a minimal costing program, not for major profits - TAC: Continuing Bday's, Coffees, and luncheons as scheduled - Dragon Dash Overview & details: Marketing materials need to be approved and posted; assignment of extra items / PiP to provide vs vendor - Proposal to create volunteers routine meeting or club	Respective
	New Business:	Claes

Status	Item	Owner
Confirmed	A. From the Board - Finances: Proposal to create restricted funds budget(s) or accounts Discussion: To ensure funds are allocated for various activities that could possibly be funded by PiP, and so document money and tangible goods donated to the school and their specific usage intents. IE: Booster Club, Fin Arts, Library, Scholarships	
Resolved	Siotha Motioned, Cissy 2nds, Quorum Approved.  B. From the Floor – Add additional meeting in the new year to review financial status/business operations & progress of PiP	Cissy
[Time]	Announcements / Upcoming Event Reminders	
[Time]	Adjournment	Clas
<b>Attendees / Guests:</b> Roster, and Telephone # logs are kept by Secretary for the exact listing of guests please inquire with secretary.		

DRAFT 4 REVIEW  
Approval 4-8-16



Telephonic Conference Call:  
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 Access Code: 385 287#

Imagine Parents in Partnership, Inc.

# Board Meeting Minutes

**Date | time** 9/3/2015 6:30 PM | **Regular Meeting with Notice** | **Location:** | **Location:** Telephonic + Office Meeting, at 6401 Eldorado Pkwy McKinney, TX 75070

## 2015 – 2017 Parent in Partnership Board Members:

Claes Brameus, President | Cissy Oldner, Vice President | Amy Colandrea, Treasurer | Chuck Gore, Director of Programs | Unfilled, Director of Communications | Ram Singh, Director of Committees | Siotha Vest, Secretary

## MINUTES MEETING OF THE BOARD OF DIRECTORS OF IMAGINE PARENTS IN PARTNERSHIP, INC.

A regular meeting of the Board of Directors of Imagine Parents In Partnership, Inc. (the "Corporation"), was held on 9/23/15..

Status	Item	Owner
	Welcome   Establishment of Quorum Attending: Claes, Siotha, Amy, Cissy	Claes
	Approval of Prior Meeting Minutes	Siotha
Reviewed	A. None Available.	
Reviewed	Officer Reports:	Respective
	A. Treasurer	
	B. Secretary – Minutes are late, room reservations are based on Yeager office rules	
	C. Communications – Need a volunteer recruited	
	D. School Board – Claes & Siotha attend speak up on behalf of parents inquiry	
Reviewed	E. Special Committees:	
	a. Spirit Wear – Regular School sale days requested, Review additional product type options going forward.	
	b. Dragon Dash - Proposed	
	c. TAC – More coffee to be donated by PiP; service hours can be used when helping setup TAC events; Publish Teacher Wishlists before Christmas. Teacher Bday shirt coupons expire June 30 <sup>th</sup> each year.	
Confirmed	d. Transfer DJ deposit from fall festival to Homecoming	

Status	Item	Owner
Reviewed	Current Action Items / Unfinished Business / Special Orders Presentation <ul style="list-style-type: none"> <li>- Resolve Legal Bills or Barter for marketing if possible</li> <li>- Review Budget Amounts &amp; Align with Forecasts for PiP 2016</li> <li>- IIANT School administration meeting, turned down boosterthon idea, countered with Homecoming. Key reasons: interrupting school day, adding more non-teaching time to teacher's schedule is not allowed.</li> <li>- Can we propose a write a check campaign? Administration said no fundraising during capital campaign time, end of December 2015.</li> </ul>	Respective
	New Business:	Claes
Reviewed	<ul style="list-style-type: none"> <li>A. From the Board - Prepare Christmas Order &amp; Party details.</li> <li>B. Use a vendor for a 5K race</li> <li>C. Continue to review fundraising ideas</li> <li>D. From the Floor – n/a</li> </ul>	
	Announcements / Upcoming Event Reminders	Cissy
	Adjournment	Claes

**Attendees / Guests:** Roster, and Telephone # logs are kept by Secretary for the exact listing of guests please inquire with secretary.

DRAFT 4 REVIEWED  
Approval 4-8-16



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Imagine Parents in Partnership, Inc.

# Board Meeting Minutes

**Date | time** 8/18/2015 12:00 AM | **Regular Meeting with Notice** | **Location:** Telephonic + Office Meeting, at 6401 Eldorado Pkwy McKinney, TX 75070

## 2015 – 2017 Parent in Partnership Board Members:

Claes Brameus, President | Cissy Oldner, Vice President | Amy Colandrea, Treasurer | Chuck Gore, Director of Programs | Unfilled, Director of Communications | Ram Singh, Director of Committees | Siotha Vest, Secretary

## MINUTES MEETING OF THE BOARD OF DIRECTORS OF IMAGINE PARENTS IN PARTNERSHIP, INC.

A regular meeting of the Board of Directors of Imagine Parents In Partnership, Inc. (the "Corporation"), was held on 8/18/2015.

Time	Item	Owner
7pm	Welcome Claes Brameus, President of the Corporation, called the meeting to order and stated that the meeting had been called in accordance with the Bylaws of the Corporation. Siotha Vest acted as Secretary of the meeting.  Establishment of Quorum to Vote: <b>Yes</b> <b>Board Members Attending:</b> Claes Brameus, Cissy Oldner, Amy Colandrea, Siotha Vest, Chuck Gore, Ram Singh Multiple guest attended via telephone conference bridge and in person.	Claes
	Approval of Prior Meeting Minutes A. July 2015 minutes available online via member portal.	Siotha
	Officer Reports A. Treasurer: Master & Detailed reports stay within executive board. Members may request access or review details with newly formed financial committee. Notations: a. Financial Reports are anticipated to be available 1 <sup>st</sup> business day at the end of the month, when possible. b. Cash & Payables reviewed c. IRS Penalty letter for late filings of form(s) for non-profit have been received & responded to by CPA. (Est. is \$5K) d. Reconciliation needs all forms of incomes and expenses reported as quickly as possible, or within reason (not to exceed 90 days) B. Programs – Board met with school representatives to propose a large fundraiser in the fall. Board members proposed a boosterthon which	Respective



Time	Item	Owner
	would gross \$14 to \$18,000. School countered with Homecoming dance with a Net of \$1,000. Awaiting school decision and requests for other permissible fundraising events.	
	C. Committees – Volunteers needed for boxtops committee.	
	D. Communications - Still needs a chair.	
	E. Membership – Currently Membership is \$10 per adult member. 125+ members joined during back to school events.	
	F. School Board – PiP had President speak open forum to notify IIANT School board we are in attendance and will be at future IIANT board meetings. School Board meetings are the 3 <sup>rd</sup> Tuesday of the Month.	
	G. Committees/Event updates: <ul style="list-style-type: none"> <li>a. Fall Festival – Reviewing schedules and donors by committee headed by Nicole.</li> <li>b. Teacher Appreciation – Dates to be confirmed with Karen Kimball of IIANT</li> <li>c. Spirit Wear – Needs PE shirts, and more inventory.</li> <li>d. Spring Fundraising – Tabled for later meeting.</li> </ul>	
	Current Action Items / Unfinished Business / Special Orders	Collaborative
	A. Update Square for Online Sales	
	B. Need more ideas for fundraisers	
	C. Financial Review- Bank Reconciliations continuing	
	D. Membership Management – Start testing newly recommended PTOOffice.com software.	
	E. 81 Responses to Parent Survey from PiP. Suggestions noted for General Assembly.	
	New Business:	Collaborative
	a. To be Reviewed after General Assembly.	
	Announcements / Upcoming Event Reminder	Claes
	General Assembly August 27 <sup>th</sup> in the Multi-purpose room.	
	Adjournment	Claes

**Notes:** None additional.

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*Attendees / Guests:* Roster, and Telephone # logs are kept by Secretary for the exact listing of guests please inquire with secretary.

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DRAFT 4 REVIEW  
Approval 4-8-16