



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

Imagine Parents in Partnership, Inc.

# Board Meeting Minutes

**Date | time** 7/23/2015 6:30 PM | **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 July 23, 2015.

Time	Item	Owner
6:35 pm	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	Siotha
	A. Unable to provide prior minutes for June 2015, not released from former board. B. July 15 minutes will be provided next meeting or online	
	Officer Reports	Respective
	A. Treasurer: Quick books access granted 7-20-15, 2012-13 filings are complete, currently identifying income and future obligations for budget. Future Obligations include: a. Insurance b. Storage c. 2 Outstanding Reimbursements to volunteers (requested proof), noted they were postmarked to volunteers after July 1, 2015. d. \$500 for Teacher Appreciation during back to school to November. e. Spirit Wear invoices which include PE shirts B. Programs – Still needs a budget & calendar	

Time	Item	Owner
	C. Committees – Volunteers here tonight to discuss their programs/groups.	
	D. Communications - Still needs a chair.	
	E. Membership – Cissy motioned, group discussed, then resolved to <b>Vote \$10 per adult 19+. Approved.</b> Volunteer background checks are to be confirmed before handling cash or volunteering on behalf of PiP. Siiotha to work with school on tracking approved adults to volunteer.	
	a. Key discussion points – Why charge dues?	
	i. Financial dues create member buy in and membership establishment.	
	ii. \$5 reduced dues to be evaluated if available or needed for families who qualify.	
	iii. Most schools have a paying adult PTO type membership of up to \$35	
	iv. Establishes a yearly financial revenue to ensure non-profit status is not just based on ticket sales / event payments.	
	v. Annual enrollment so that membership data is routinely updated.	
	b. How to Members Benefit?	
	i. Voting Rights at General Assemblies	
	ii. Access to online directory	
	iii. First priority, notification of events & volunteering	
	iv. Social event(s) for members only	
	v. Membership Sticker / Decal (TBD)	
	F. School Board – No update.	
	G. Committees/Event updates:	
	a. Fall Festival – Nicole Griffith on conference line:	
	i. Time of year for the picnic historically has been too hot, committee moved event to October last year and felt it had more people and heat wasn't a factor. This year it falls on a date during the school's new fall break.	
	ii. Committee has a team ready to plan, event center is booked, and feels that the event financially pays for itself.	
	iii. Board inquired if an alternative would be considered.	
	iv. Date is locked in due to event center. Finding another event center is difficult for this price range and the 200+ families (estimated) to attend.	
	v. Follow up with Ram & Chuck and the committee on another date, after income and expenses reviewed from last year.	

Time	Item	Owner
	<ul style="list-style-type: none"> <li>b. Teacher Appreciation – Maria Charles presented –               <ul style="list-style-type: none"> <li>i. Budget from last year</li> <li>ii. Overview of team, and events that they cover</li> <li>iii. Donations &amp; drives</li> <li>iv. Managing Teacher lounge coffee and break area</li> <li>v. Pies for Thanksgiving a big success</li> <li>vi. Upcoming events include lunches in August before school starts with faculty at school.</li> </ul> </li> <li>c. Spirit Wear – Team to meet next week</li> <li>d. Spring Fundraising – TBD another meeting.</li> </ul>	
	Current Action Items / Unfinished Business / Special Orders	Collaborative
	<ul style="list-style-type: none"> <li>A. Just received information from former board to access accounts, prior data. Board to review access and issue to members as needed.</li> <li>B. Need to find a provider to create a new logo</li> <li>C. Financial Review- Bank Reconciliations continuing</li> <li>D. Membership Management – Start testing newly recommended PTOOffice.com software.</li> <li>E. To move to a cashless organization we need to setup inventory and use a cash register like system – Square account(s) need to be updated and volunteers trained.</li> <li>F. Need to communicate to parents to plan for spirit wear and PiP to move forward as cashless organization.</li> <li>G. Cissy creating parent survey</li> </ul>	
	New Business:	Collaborative
	<ul style="list-style-type: none"> <li>A. From the Board -               <ul style="list-style-type: none"> <li>a. General Assembly for PiP scheduled August 27<sup>th</sup> and includes guest speaker Mr. Menzies.</li> <li>b. Move to establish a marketing budget, quotes for needed items go to Amy.</li> <li>c. Cissy to write upcoming memo to parents in Sunday email blast to entire school.</li> <li>d. Engage with GLR's to ensure their participation and buy in. GLR (Grade level representatives) are not Room Mom's. Room Mom's will not collect money on behalf of PiP, but we will provide items needed for the in class parties as needed.</li> </ul> </li> </ul>	

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Time	Item	Owner
	<ul style="list-style-type: none"> <li>e. Do we want or need to participate in North Texas Giving Day? Who is currently using this program?</li> </ul>	
	<ul style="list-style-type: none"> <li>B. From the Floor – <ul style="list-style-type: none"> <li>a. Two guests inquired about the litigation process and our action plan. We disclosed that we are unable to go into detail and we are under advisement of Legal and professional CPA counsel.</li> </ul> </li> </ul>	
8:30	Announcements / Upcoming Event Reminder General Assembly August 27 <sup>th</sup> in the Multi-purpose room.	Claes
8:38 pm	Adjournment	Claes

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**Notes:** Post Meeting, board went into executive / closed session to discuss litigation follow up and website maintenance needs. Closed Session adjourned at 9pm.

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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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