PIP Board Meeting Notes

December 17, 2012

In attendance:

Scott Northcutt, Bart Dluhy, Jason Micheletto, Hannah Gigley, Andrew Logue, Kelli Puckett, and Stephanie Pickle.

7:42 P.M. Call to order by Mr. Northcutt.

* Mr. Northcutt moves to approve minutes from 11/5/2012 Meeting and submit to Marcia Dluhy for posting on Board website. Mr. Logue seconds the motion.
* Mr. Micheletto recommends to eliminate the post office box and receive all mail at the school. Board members agree.
* Mr. Micheletto’s Financial Report:
	+ Checking Account Balance $5453.62
	+ Outstanding debt of approximately $500 for DJ Services. Mr. Micheletto will get copy of invoice and pay said debt.
* Communication with PIP members
	+ Board agrees that updates need to be sent out via email
	+ Board is concerned that many members aren’t receiving emails; Who and why needs to be determined
* Committee Chair Meeting Recap
	+ Meeting went well in general
	+ Chairs agree website needs to be more presentable and have more information; Board agrees limitations are due to the free Weebly platform. Mr. Dluhy will contact Mrs. Dluhy to determine which paid platform would be the best fit and determine costs
	+ There is a need to update the Board contact information. Mr. Dluhy will determine deficiencies and ask Mrs. Dluhy to update
	+ Mr. Dluhy will ask Mrs. Dluhy if new members can join PIP on the website or if they need to submit request by email
	+ Chairs would like to see a fundraising barometer on the website
	+ Mr. Dluhy will contact Mrs. Brady about posting a physical fundraising barometer on the school property
	+ Spring boutique is on hold due to lack of approval from school. Committee needs authorization to use the schools space
	+ Check requests will be 2 part: Advance request and reimbursement
	+ Mr. Micheletto indicates that it is ok to give committee chairs the tax id #
* Mr. Dluhy will put PIP membership email database in the Drop Box
* Fundraising
	+ Russ Miller is no longer running corporate sponsorship program; Mrs. Rogers, Mr. Piper, and/or someone else to be determined will assume leadership
	+ Board is still waiting prioritization of items to offer for sponsorship
	+ Mrs. Lentz will have a cost for a Physics lab next week
* Board is concerned that there is a need for a streamlined process for invoices; Mr. Northcutt agrees to get materials from the school , scan the materials and put in the Drop Box
* Volunteers
	+ Copies/Copy room: Mrs. Logue currently manages copy volunteers. There is a need for training session for volunteers and teachers on how to carefully use the machines.
	+ There is a need for more copy volunteers
	+ There is a need for office volunteers
	+ There is a need to ask for volunteers for specific duties
* Misc.
	+ Mr. Dluhy to ask Mrs. Dluhy if she can submit newsletters while Mrs. Rance is out of town
* 10:08 P.M. Meeting Adjourned