



James I Gibson E.S. PTO Minutes

November 12th, 2015 at 8am

In attendance:

Kristian Ryerson
Deborah Goodman
Natalie Horvath
Sharon Palmer
Heather Vincent
Leslie Touvell
Regina Honey
Melissa Helmink
Audra Barnum

*Claire Olea has resigned for her position as president of the PTO stated in an email sent November 2, 2015. She is organizing the paperwork and binder and will be handing it over to Leslie and Heather November 13, 2015. Heather Vincent, the current Vice President will be stepping up to the President position and Regina Honey will be the interim Vice President.

*Kristian Ryerson has suggested an audit to our banking as a precaution considering the resigning president. The table discussed whether hiring out an accountant to audit us at this point or to set up a committee of board/general assembly members and do the audit ourselves. It was decided at this point to set up a committee and try resolving an audit ourselves. The committee as of this date is Leslie Touvell, Treasurer, Heather Vincent, Incoming President and Traci Rollins, General Assembly member. They will be overseen by Kristian Ryerson and Sharon Palmer. They are planning to meet in the next week to start.

*PTO taxes for 2014-2015 have been fixed and completed. The accountant recommends amending the last 2 years of taxes to be sure all is correct. Leslie will get an idea of cost.

*We need to amend the 2015-2016 working budget to reflect the \$500 fee for tax preparation.

*Natalie Horvath, CCSD website personnel is in our meeting. She is responsible for our school website and would like to rework it and get parents feedback. Some things mentioned by the parents at the table were to have a specific PTO tab with photos of current board members and

bios, a current event section on the landing page, a month at a view style calendar with all school, PTO, district events at a glance. We would like the picture changed to a photo of the new painted pillars in the front. It was also asked if we could do an online version of volunteer sign ups on our website. Kristian Ryerson wants the Leader In Me to stay the same as well as our namesake tab. She would like updated pictures and bios of all teachers and staff. Spotlight the Gibson Gazette? Email any more ideas to Kristian Ryerson and she will forward them onto Natalie.

*Gibson Gazette publishing dates are usually the first Monday of the month. Deadline dates for new material are the last Monday of the month. Email Kristian any new material to be included.

*It was discussed that the Gibson PTO needs to set up strict protocols to receiving monies, counting and recording monies with at least 2 board members present and keep very detailed receipts of monies coming in and going out. We need to create our own forms for cash request and reimbursement. The zip drive that Melinda gave to Kristian may have some forms. Melissa will check. It was discussed that this year and this coming summer we get everything very organized such as forms needed, binders and folders with detailed instructions, contact information, ideas that worked or may not have worked for each position and event that the PTO puts on at our school. This way the board will be in better working order when we leave and the position and events will be easily understood by new parents in the board positions.

*Let it be noted: Leslie Touvell was asked the day of Trunk or Treat, October 29th to go and get several large bags of candy. She used the PTO debit card and purchased roughly \$189 worth of candy at Wal-Mart. She has since lost the receipt and just wanted it noted between all of us at the table that she brought the candy and still needs reimbursement for the lost receipt. We all agreed this was okay. An idea was brought up to combat against losing receipts for PTO reimbursement by taping each receipt on a separate piece of white printer paper. Highlighting the line items needing to be reimbursed and then writing on the paper the date, event or reason for reimbursement, total needed in reimbursement and a handwritten name as well as a signature. This is a lot harder to lose. The paper is then given to Leslie or the current treasurer who agrees on the reimbursement, initials it and writes a reimbursement check. Everyone agreed to try this new method.

*Winterfest was to be discussed but Deborah Goodman (counselor), who is in charge of this event had to step out of the meeting. We will discuss it later. The PTO did ask to be in a different spot with the tattoo table. Melissa will email Deborah Goodman and make that request.

Next Meeting: December 3, 2015 at 6:00 pm at James I. Gibson Elementary

Meeting Adjourned

Secretary _____ Date of Approval _____