

Glen Oak Elementary PTO
General Meeting Minutes
August 18, 2009

1. **Call to Order: 4:00pm**
2. **Introduced Executive Officers and Chairs**
 - a. Open Committee Head Positions: Glen Oak Idol, Donuts w/Dad (within Family Involvement heading) and Carnival
3. **Logistics**
 - a. Binders and Pamphlets handed out
 - b. Calendar discussed
 - c. Communications
 - i. Meetings: Executive Meetings 1st Tuesday of every month at 9:30am, General Board Meetings 3rd Tuesday of every month at 9:30 except for the meetings in October, January and April which will be held at 7pm.
 - ii. Blue Holly Line – Weekly update goes out every Monday am. If there is anything we need to post on it, (such as volunteer needs) send an email to Natalie Pfahl
 - iii. VPs of PTO – questions and concerns to be addressed to VPs Julie Zalar or Donna Dyll.
 - iv. Chair Mailboxes – will be set up for us in the copy room
 - d. Committee Members Info – the resource to find information about your chair and committee is at the website: www.PTOtoday.com.
4. **Treasurer Items:**
 - a. Proposed budget -- passed out. To be voted on
 - b. Reimbursement forms – use revised forms. Do not reimburse for tax or tips. Use PTO paper for copiers.
5. **Principal's Update:** No update today
6. **Questions and Wrap Up:**
 - a. 4 Volunteers still needed for Braingames
 - b. Flyers: All flyers we want to include in parents' packets need to be approved by VPs of PTO. Copy VPs on flyers via email. VPs will determine if approval needs to be sought by President (Kristen) or Principal (Susan) prior to delivering.
7. **Meeting Adjourned:** Around 4:45 pm.