

CPO Meeting Minutes for 9-15-2022

Attendance:

Ben McGaughey (Board member)
Jessica Edmondson
Rachel Van Hill
Tiffany Renner
Nicole Montgomery
Stephanie McClelland
Angela Sullivan
Laura Meine
Stephanie Holecek (Board member)
Patricia Schwarz
Kate Byer-Rozanek
Aaron Lippy (Board member)

All 3 active board members were present, and there was a quorum.

Agenda was to discuss positions on the board, general business, and all current programs. Also the state of the CPO, as well as budget and upcoming events.

9-15-22 @ 6:30pm

Call to Order by Ben McGaughey

Attendance taken

3 Board members present, Aaron Lippy, Stephanie Holecek, and Ben McGaughey
No President or VP due to vacating the positions due to eligibility.

Introductions of Ben, Stephanie and Mr. Lippy were made.

Stephanie spoke about the Uniform Sales as one of the programs run by the CPO.

Stephanie mentioned out our fundraising is used for grants, and described some of the grants made in the past.

Ben spoke of how the CPO is more of a business and there are a lot of administrative duties, checks and balances, and reporting to do.

Introductions were made around the table as each person said their name and the ages of their kids at the school.

Jessica asked what positions were needing to be filled.

Initial mentioned by Ben and Stephanie were:

- Triple Play
- Coordinators
- Used Uniform Sales

Talk of the website began and how the school needs to more prominently display the CPO website from their home page.

We discussed the new school parent Facebook page and how it is not part of the CPO, but needs to be used by the CPO to reach out to parents.

We spoke of the information collection form and where those leads were going. Determined that they went to Lisa, entries were found that went through the site and they will be added to the master list.

Stephanie spoke about the Budget and handed out copies.

Stephanie said that we need to start giving way more back to the school.

Staff Appreciation was brought up, more money should go to staff appreciation. Rachel spoke of how parents did muffins, ice cream trucks, and chili for teachers last year, but more should be done because of how important they are to the school.

Stephanie also mentioned staff stipends of \$100 and how they aren't used much. Ben asked if that number should be increased because maybe \$100 isn't enough to do anything.

Discussion was had about how new officers are needed and new signers on the bank account.

Nominations were had for the vacant positions of President and Vice President.

Adjustments shown in bold below for clarity, added 10/4/2022 / Ben McGaughey

Laura Meine offered to be an option for nominations.

Nicole, Angela and Stephanie all made nominations **for Laura Meine to be president**, official **nomination** went to Nicole, Angela and Stephanie seconded, all in attendance and board members unanimously agreed with I's and show of hands. Laura Meine was elected president.

Rachel VanHill offered to be vice president.

Stephanie nominated. Ben seconded, unanimous vote of board members and parents present to elect **Rachel VanHill as Vice President**

Kate Byer-Rozanek offered to take over secretary.

Ben agreed and vacated the secretary position to allow for a vote to fill the position.

Ben nominated Kate to take over the position, seconded by multiple people, but will show that Rachel seconded.

Unanimous I's and show of hands have it, Kate is the new secretary.

Stephanie offered to vacate Treasurer if someone wanted to take it over. Angela **Sullivan** offered. A nomination was made to make Angela treasurer by Stephanie and Ben, a second from multiple people, including Stephanie or Ben and Rachel.

I's and a show of hands unanimously elect Angela to take over as Treasurer.

Ben was asked to stay on as IT coordinator, and Ben agreed. No vote, informal volunteer position to help with the website, mailing lists, and any other technical matters.

Discussion of next meeting times was had, mornings were mostly agreed upon, as well as perhaps having alternating times to allow for more parents to come to meetings.

We were asked to update the volunteer form on the website to include less options and be easier to request more info, be on our mailing list, or volunteer.

Onboarding was mentioned. This would be a process of bringing on new parents, from welcoming them, to introductions, showing them the options available for volunteers.

A QR Code needs to be placed at each front office that can be scanned and take parents to our website.

Laura and Rachel have a separate signup sheet of parents who were interested in the CPO that were at the uniform sale.

Talk was had about getting volunteers for Triple Play night. Ben volunteered to take tickets and to send out an email to all parents, as well as post the signup sheet to the website that Lisa had made.

Stephanie had to leave for another engagement.

Meeting ended officially at 7:45pm

These meeting notes were written by Ben McGaughey, secretary at the start of this meeting.

Election Results added 10/4/2022 to Minutes for Clarity:

Laura Meine - President

Nominated by Nicole, Seconded by Stephanie

Unanimous vote, approved.

(Vacated by Lisa Stewart)

Rachel VanHill - Vice President

Nominated by Stephanie, Ben Seconded

Unanimous vote, approved

(Vacant)

Angela Sullivan - Treasurer

Nominated by group consensus Seconded by Ben and Rachel

Unanimous vote, approved

(Vacated by Stephanie Holecek)

Kate Byer-Rozanek - Secretary

Offered to be nominated, seconded by Rachel

Unanimous vote, approved

(Vacated by Ben McGaughey)