



# Imagine South Lake PTO Meeting Minutes

Meeting Date/ Time:

Date of Approval \_\_\_\_\_

**Call to Order:** A regular meeting of the ISL PTO Board of Executive Officers, was held in Clermont FL on August 9<sup>th</sup>, 2011. The meeting was called to order at 1:05 P.M. The Officers in attendance were Shari Rosner, President, Wendy Webber, Vice President, Jessica Bourne, Secretary, Jolynn Nicholson, Volunteer Coordinator, Cristina Mason, Fundraising Coordinator, Paula Anderson, Community Relations Coordinator. Members not in attendance were Alexis Cavileer, Treasurer.

**Approval of Minutes:** Informal minutes of the July 28<sup>th</sup>, 2011 workshop of the ISL PTO Board were distributed to the members of the board and approved.

## **Officers Reports:**

### **President's Report:**

- PTO Board Member schedule for open house posted.
- The school will not be using the PTO check-in software. Pricing for an alternative label system will be researched further.
- PTO will have exclusive access to the workroom and nearby storage closet.

### **Treasurer's Report:**

- Email sent on 8/4/11 contained the current budget spreadsheet.

## **Committee Reports:**

### **Volunteer Coordinator:**

- A one-sheet volunteer handout will be distributed at open house.

### **Fundraising Coordinator:**

- Let's Skate spirit day has been schedule for 11/11/11.

### **Community Relations Coordinator:**

- Ritter's will help donate some supplies for the Ice Cream social.

## **Principles Report:**

**School Newsletter:** Once every six weeks the school will produce a newsletter.

## **Unfinished Business:**

**Budget Review:** Each line item was reviewed and adjusted to balance the budget.

**Motion:** Moved by a board member to approve the budget, with current changes.  
**Motion carried.**

**Discount Cards:** The PTO will sell discount cards for \$10 each, but purchase them for \$2 each. There is a 1 week production turn around time, a 30 day payment window, and a minimum order of 500 cards.

**Motion:** Moved by a board member to spend up to \$1500 for discount cards.  
**Motion carried.**

**Announcements:**

**Sign Fairies:** Kindergarten signs must be delivered this weekend. Volunteers are needed.

**Adjournment:** The next regular meeting will be held on September 13<sup>th</sup>, at 5:00pm, in Imagine Hall, at Imagine South Lake, Clermont, FL. The August 9<sup>th</sup> meeting was adjourned at 4:15pm.

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Secretary

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Date of Approval

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President

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Date of Approval