

PRESTO Meeting Minutes

Date / Time: Tuesday, January 21, 2014 (7pm)

Location: SMW, Room 150

Prepared By: _____

Issued On: _____

Attendees:	Executive and Committee Members/Chairs	Members	Student Officers
	Director: Curtis Mulvenon	Sue Johnson	Lucie Rogers
	Co-President: David Rogers	Gene Balloun	
	Vice President: Don Nanneman	Geoffrey Miller	
	Treasurer: Pamela Burnett	Cindy Hawkins	
	Secretary: Lauren Meyer	Karen Bashaw	
	Ways / Means: Theresa Lansdon	Michelle Morales	
	Membership: Amy Jo Compton		

	Meeting Topic	Discussion / Findings	Recommendations / Actions / Follow-up
1	Call to Order / Approval of minutes	The meeting was called to order at 7:03pm. The minutes from the December 10th meeting were approved.	
2	<p>Executive Board Reports</p> <p>Student Officer (Lucie)</p> <p>Director's Report (Curtis)</p>	<p>Reported that the orchestra students are working on pieces to play in Boston. Students in pit orchestra have been practicing for the musical which is January 30th, 31st and February 1st.</p> <p>Reported that Students were given letters today with their updated Boston account information. Curtis advised that he is turning in Boston checks on a weekly basis.</p> <p>Provided the following details regarding the Boston</p>	Contact Curtis with any questions/concerns.

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	<p>President (David)</p>	<p>trip:</p> <ul style="list-style-type: none">• Breakfast is provided at hotel all 3 days.• One dinner is provided.• Students will need money for approximately 6 meals.• Students, chaperones and director will leave early Thursday morning and return Sunday evening.• Itinerary has not yet been finalized.• Boys will not take tuxedo jackets with them on the trip.• Students, chaperones and Director will take private cars to and from airport.• Still missing a few notarized forms. <p>Reported that he reserved shelter 1 at Shawnee Mission Park for the orchestra picnic on August 24th.</p> <p>Reported the following plans for the Collage Concert:</p> <ul style="list-style-type: none">• Sue Johnson is chairing the event.• Approximately \$300.00 budgeted for event.• Need approximately 5-6 prizes to be given away to elementary and middle school students.• Refreshments are provided.• Servers will be needed.	<p>Looking for t-shirts, gift cards, etc.</p> <p>Historically students are asked to help by supplying refreshments (approximately 2 dozen items).</p>
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	<p>Treasurer (Pam)</p> <p>Vice President (Don)</p> <p>Secretary (Lauren)</p>	<p>Provided an update/overview of the budget. Received \$110.00 in revenue from one membership and a business sponsorship. Paid \$52.67 for website domain (6 months).The checking account balance is \$3901.19. A current copy of the budget is attached.</p> <p>No report</p> <p>No report</p>	<p>Amy Jo will provide Sue with a list of volunteers to help with serving.</p>
<p>3</p>	<p>Committee Reports</p> <p>Fundraising (Theresa)</p>	<p>Reported that sacking at Hyvee went very well last month. Students received a combined \$739.05 in tips. Each student received approximately \$24.63 per shift worked.</p> <p>Another sacking date has been set for February 1st from 10:00am-4:00pm. It will be at the same Hyvee located at Antioch and 95th Street.</p> <p>A Sonic night is being held on Wednesday, January 22nd from 5:00pm-8:00pm. It is at the Sonic located closest to SM West. Students receive 15% of all sales.</p> <p>A Chick-fil-a night has been scheduled for</p>	<p>Chaperones may be needed for the event. Let Theresa know if you are able to help.</p> <p>Theresa will provide flyers to distribute to</p>

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	<p>Membership (Amy Jo)</p>	<p>February 13th from 4:00pm-8:00pm. Students w receive 20% of SM West sales.</p> <p>Checked into a possible Chipotle fundraiser but was not able to set one up at this time.</p> <p>Theresa contacted R.E.W. and they will be making a cash donation.</p> <p>Discussed possibility of doing other fundraisers.</p> <p>No report</p>	<p>advertise the event.</p> <p>There are no plans to do any additional fundraisers.</p>
4	<p>Other/New Business</p>	<p>Dave provided the following suggested changes to the bylaws:</p> <ul style="list-style-type: none"> • ARTICLE IV, Section 4-Revise to allow treasurer to serve two consecutive terms in office. • ARTICLE VII, Section 1-Revise to remove the immediate past president or co-presidents from the Executive Board. 	<p>Proposed changes will be voted on at the February meeting.</p> <p>Suggested new wording: “No member shall hold more than one office at a time. No member shall serve as an officer and a committee chairperson. No officer other than the treasurer shall be eligible to serve two consecutive one year terms in the same office.”</p> <p>Suggested new wording: “The officers and the immediate past president or co-presidents shall constitute the Executive Board. The Orchestra Director and the Orchestra student</p>

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- ARTICLE IX, Section 2-Major change to obtain a preliminary budget for summer and early fall picnic expenses.

president, or their designees, shall be ex-officio members of the Executive Board. “ Suggested new wording: “Section 2A: The Executive Board shall review and approve the final budget for the operating year at the August Executive Board meeting. Expenditures in excess of the approved budget shall be authorized by the organization at the next regular meeting or at any time by the Executive Board. Section 2B: Each year the outgoing treasurer and Ways and Means committee chairperson shall prepare a suggested draft budget for the incoming treasurer and present it to the outgoing Executive Board at or before the April meeting for preliminary approval. The draft budget shall include estimated income and expenses for the following year and forecasted income and expenses for two additional years (i.e. three year look-ahead). The outgoing Executive Board shall review and approve the preliminary budget and this may be used for operating expenses over the summer months such as early expenses for the fall picnic. The incoming Executive Board may revise the draft budget prior to final budget approval per Section 2A.” Suggested new wording: “An Auditing

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		<p>completed financial audit report in a timely manner and clarify language regarding interim audits.</p> <p>The February 11th PRESTO meeting needs to be changed due to a conflict.</p>	<p>committee of up to three members shall be appointed by the president or co-presidents at the organizations April or May meeting. The duty of the committee shall be to audit the treasurers' accounts at the close of the fiscal year and to certify the year-end report. The committee shall present their draft report to the president or co-presidents no later than August 1st. A similar committee may also be appointed to perform an interim audit of the treasurers' accounts if for any reason the treasurer(s) is/are unable to complete his/her term in office."</p> <p>The next PRESTO meeting will be moved to February 18th.</p>
5	Next PRESTO Meeting	February 18, 2014 at 7:00PM – Room 150	
6	Upcoming Concerts	Wizard of Oz Musical (Pit Orchestra) – January 30 th , 31 st and February 1 st at 7:00PM- West Auditorium	
7	Adjournment	7:50PM	
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