

# PRESTO Meeting Minutes

Date / Time: Tuesday, February 18, 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: Brenda Rogers	Karen Bashaw	
	Vice President: Don Nanneman	Cindy Hawkins	
	Treasurer: Pamela Burnett		
	Secretary: Lauren Meyer		
	Ways / Means: Theresa Lansdon		
	Membership: Amy Jo Compton (Absent)		

	Meeting Topic	Discussion / Findings	Recommendations / Actions / Follow-up
1	Call to Order / Approval of minutes	The meeting was called to order at 7:02pm. The minutes from the January 21st meeting were approved.	
2	<p><b>Executive Board Reports</b></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.</p> <p>Stated that he needs a volunteer to take a picture of the Seniors on April 16th.</p> <p>Reported that he is still collecting remainder of the money for the Boston trip.</p> <p>Advised that students will need to take one nice outfit to Boston to attend the symphony.</p> <p>Reported that he talked to Jerry Pennington (SMW</p>	This issue will be discussed further at a future

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	President (Brenda)	<p>Bookkeeper) about running the PRESTO money through the school rather than through our own separate account. Big Booster Club currently does this as do many of the smaller boosters within West. This would make the job of treasurer a lot easier. As well as, do away with the need to have an audit. One problem with this process would be not being able to immediately cut a check.</p> <p>Discussed proposed changes to the bylaws that were distributed. Following are the proposed changes:</p> <ul style="list-style-type: none"><li>• Article IV, Section 4: Proposed to add “other than the Treasurer” to last sentence.</li><li>• Article VII, Section 1: Proposed to delete “and the immediate past President or Co-Presidents” from the first sentence.</li><li>• Article IX, Section 1: Proposed to delete the entire section and replace with new wording.</li></ul>	<p>meeting.</p> <p>Suggested new wording: No officer, other than the Treasurer, shall be eligible to serve two consecutive terms in the same office.</p> <p>Suggested new wording: The officers shall constitute the Executive Board.</p> <p>Suggested new wording:</p> <ul style="list-style-type: none"><li>• Section 1a: A budget for the fiscal year and a preliminary budget for the following two years is prepared by the Executive Board (each year) at the August Executive Board meeting, and submitted for approval at the first general meeting of the year (typically in September). A two-thirds vote of members present at the meeting is</li></ul>
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- Article IX, Section 2: Proposed to delete the entire section and replace with new wording.

required to approve the fiscal year and preliminary budgets. In the event that a sufficient number of votes are not obtained to obtain approval then the Executive Board shall make revisions, as appropriate, and resubmit the revised budget for approval at the next regular meeting.

- Section 1b: The organization shall operate within the approved budget. The preliminary budget will be used as the operating budget from July 1 until the budget for the fiscal year is approved.
- Section 1c: The Executive Board may revise the budget, as needed, and submit the revised version for approval in accordance e with Section 1a.

Suggested new wording:

- Section 2a: The Treasurer shall issue checks or make financial transfers in the organizations name.
- Section 2b: Checks or financial transactions up to a maximum of \$500 may be issued with the signature or approval of the Treasurer. Checks or financial transactions over \$500

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	<p>Treasurer (Pam)</p>	<ul style="list-style-type: none"><li>• Article IX, Section 3: Proposed to include the new wording at the end of the section.</li></ul> <p>Provided an update/overview of the budget. Received \$210.00 in revenue from one membership and two business sponsorships in January/February. Received a \$5000 anonymous donation to be used for Boston trip (per donor's request). Total expenses to date...\$8794.46. Stated that we will need to transfer approximately \$2000.00 from CD to checking account. A current copy of the budget is attached.</p>	<p>require and additional signature or approval from another member of the Executive Board.</p> <ul style="list-style-type: none"><li>• Section 2c: Checks or financial transactions that exceed approved budgeted amounts require approval from the entire Executive Board and signature authority in accordance with Section 2b. The executive Board shall then revise the budget accordingly and submit it for approval in accordance with Section 1c.</li></ul> <p>Suggested new wording: Each financial report shall include income and expenditures against budgeted amounts; and forecasted income and expenses for the remainder of the fiscal year.</p> <p>The discussion of the proposed changes to the bylaws will continue at the March meeting.</p>
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	Vice President (Don)	No report	
	Secretary (Lauren)	No report	
3	<b>Committee Reports</b>		
	Fundraising (Theresa)	Reported that students earned approximately \$80.00 from the Sonic fundraiser, \$127.00 from Chick-fil-a Night, and \$511 from Hy-Vee sacking. The Sonic and Chick-fil-a money will be used for tips and incidentals. The Hy-Vee money will be divided among the students that worked a shift that day. Each student will receive approximately \$18.00 per two hour shift worked.	
	Collage Concert (Sue Johnson)	Curtis reported that he met with Sue and everything is on target for the event. The auditorium and cafeteria have been reserved. Curtis will send invites to the elementary schools. Sue stated that students are asked to bring two dozen snack items (e.g. cookies, brownies, muffins). Sue is organizing volunteers.	
	Banquet (Karen Bashaw)	The auditorium and cafeteria have been reserved. Dinner is in the cafeteria and the program is in the auditorium. Curtis is contemplating whether or not to continue giving each student a participation certificate. Curtis will ask seniors to start working on their slide show. Generally the senior gift is a framed picture of the seniors. A caterer has not yet been	Picture of seniors will be taken on April 16 <sup>th</sup> .

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		selected. Curtis requested that the banquet be kept affordable. Choir has offered to give Orchestra some table decorations that they are no longer using.	
4	Other/New Business	Brenda advised that we need to nominate a senior scholarship committee chair. Typically the committee is chaired by the VP. The committee generally gives one \$500 scholarship and two \$250 scholarships.	Don agreed to chair the committee.
5	Next PRESTO Meeting	April 8, 2014 at 7:00PM – Room 150	
6	Upcoming Concerts	Collage Concert – March 13 <sup>th</sup> at 7:00PM, SMW auditorium	
7	Adjournment	8:15PM	
8			
9		.	

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