



Cameron Park Elementary School  
Parent-Teacher Governance Organization  
Located in Hillsborough, North Carolina

**MEETING MINUTES**  
**July 7, 2019 – Executive Meeting**  
**Weaver Street**

**Attendance:**

**Board Present:** Kristin Driggers (Chair), Wendy Gehm (Vice Chair), Stephanie Crowe (Treasurer), Susan Veltum-Hall (Treasurer-Elect), Amber Bowman (Parliamentarian), Josh Morelli (Secretary)

**Board Absent:** Tony Widder (Principal), Amanda Boleratz (Asst. Principal), David Pfeiffenberger (Member-at-Large)

**1. Call to Order, 6:08pm – Amber Bowman, Parliamentarian**

- a. Review and approval of the agenda  
Motion by Amber, Seconded by Wendy, unanimous approval
- b. Review and approval of the minutes from previous meeting
  - Motion by Amber, Seconded by Wendy, unanimous approval

**2. Finalize Executive Board Roles**

- a. All roles accepted as tentatively laid out in last meeting's minutes:
  - **Chair:** Kristin Driggers
  - **Vice-Chair:** Wendy Gehm
  - **Treasurer:** Stephanie Crowe
  - **Treasurer-Elect:** Susan Veltum-Hall
  - **Secretary:** Josh Morelli
  - **Parliamentarian:** Amber Bowman
  - **Member-at-Large:** David Pfeiffenberger
- b. Question about whether Dave would maintain the PTGO website
  - Josh will follow up with him to discuss
  - Susan suggested fivrr for building/hosting website
  - Re-assess who hosts website
  - New board member short bios on website
- c. Need to recruit new subcommittee chairpersons:
  - Community Events
    - Turkey Tuesday
    - PE Night with Mr. Westbrook
    - Family Fun Night (Spring)
    - Snow Cones at the end of the year
  - Fundraising - Fall & Spring
  - Retail & Spirit Nights

- Box Tops
- Teacher Appreciation
  - Lunches on half-days
  - Breakfasts
- Possibly create a video to showcase volunteer opportunities

### 3. **Google Drive Access**

- a. Password changed and shared with parent board members

### 4. **Treasurer's Report – Stephanie Crowe, Treasurer**

- a. 2018-19 Audit Plan
  - Dave has yet to close out the books for 2018-2019
- b. 2019-20 Budget Discussion
  - Changing \$400 line-item for Copies to a broader “General Administrative Expenses”
    - This would provide flexibility for covering copies, website, etc.
  - Community Events was \$2,000
    - Wendy suggested \$2,500 for next year
  - Keeping line item for child care during meetings
  - Possibly adding a line item for meeting expenses to
- c. Current balance: \$34,083.84
- d. Last year's income: \$50,289
- e. Opportunity to earn up to 20 Disney World Park-Hopper passes for family-oriented volunteer events
  - Could be used as a recruitment incentive for clean-up tasks
  - 5 passes awarded for 15 volunteers showing up
  - 1-2 passes could be raffled off to anyone who shows up
- f. Discussion on how to encourage teachers to use their allocations
  - Better communication with teachers on the remainder of funds each individual and grade level has
  - Instruction sheet on the reimbursement process
    - Outline a targeted turn-around time period
    - Encourage teachers/parents to include as much detail in description as possible
- g. Reimbursement requests should be allowed to submit multiple files/receipts
- h. Josh to get Stephanie more details on grant request spreadsheet

### 5. **Kindergarten Playdate**

- a. Tentative date set for Saturday, August 24th 10am-11am
- b. Popsicles provided
- c. Stephanie will coordinate this event
- d. Prepare email/flyer to send to K parents
- e. Post on Facebook

### 6. **Back-to-School Night**

- a. Thursday, August 22nd
- b. Membership forms prepared

- Also online version
- Review what items to include on the membership form
- c. Facebook post
- d. Have T-shirts, magnets and/or stickers available for sale/order
  - Total Exposure has done T-shirts previously
  - Martha Brown's husband also does T-shirts
  - T-shirt orders could be gathered over a few week period
    - Link on the website to place order
  - T-shirts could be picked up in the morning at school one day, or delivered through classroom teachers

## **7. Ice Cream Social**

- a. Tentative date set for September 6th, 6-8pm
- b. Last year spent \$273
- c. We could do snow cones instead or in addition
  - Renting is only \$50, or \$70 to include drop-off and pickup
- d. Proposal to increase budget line-item to \$600
- e. Amber and Wendy offered to coordinate this event
- f. Continue taking T-shirt orders at this time

## **8. Read-A-Thon**

- a. Postponed discussion until next meeting

## **9. Adjourn at 7:55pm**