

Voyager 'Ohana PTSO Officer Meeting
Date: Thursday, October 3, 2013
Time: 6:00 PM
Location: Voyager PCS

1. Attendance

<u>Yes</u>	<u>No</u>	<u>Name/Title</u>
X		Blue Kaanehe, President
	X	Anne Everingham, Vice President
X		Jo-Ann Aurio, Treasurer
X		Tracie Bento, Membership
X		Monica Pierce, Community Relations
X		Kristi Dagdagan, Fundraising
X		Chastity Ferrer, Special Events
X		Malia Infiel, Special Events
	X	Mary Beth Barr, Principal
X		Trish Donaldson, Teacher Representative
X		Jaime Green, Secretary
X		Brandy Allen, PTSO Member

2. Welcome and Introductions

Meeting commenced at 6:05pm.

3. President's Report

Bylaw Changes: We went through all of the changes and comments that Officers had posted on the Bylaws Google Doc. Besides grammatical and minor clarifying changes, the substantive changes included:

1) Increasing office term limits from 2 to 3 years. There had been past discussion about the concern that all the officer positions could be vacated at once creating a problem in continuity but because the terms are for only 1 year there is no way to stagger the positions. Also, if a person takes over a position in the middle of a term, they would not be able to serve 2 full years.

2) Specifying that the student member is the Voyager student member of the School Board. Up to this point, the student officers had not been attending meetings and we weren't sure if they even knew that they were also members of the PTSO board;

3) Creating a public relations/ website component for the community relations officer. We all agreed that the Voyager website had not been consistently updated over the years and needed some one who could be responsible for it;

Flag Ceremony: The Governor and Lt. Governor were contacted and one or the other is willing to provide a flag to the school and possibly attend a flag dedication. Their offices are waiting to hear from the school to work out the details. We discussed whether we could have the dedication at the next General Meeting, but thought it would be better to have the flag dedicated at a Wednesday Assembly when all the children could be present for it. We discussed the need to teach the children proper flag etiquette before getting the flag, so they could handle it properly. We thought that the older children could rotate flag duty in pairs.

Action: *Trish will research who could come to the school to teach the older kids proper flag etiquette.*

Nomination Committee: Monica and Jaime volunteered to be on the nomination committee to find Board Members for next year. The group decided to volunteer Anne for the committee as well since she was on last year's committee. We also thought a teacher on the committee could find out from other teachers who are the involved parents.

4. Treasurer's Report

Recharge Expenses: \$64.88 was spent on refreshments. Kristi donated more than \$60 in other snacks. About \$40 was collected.

Voyager Merchandise: Sue Deuber from the Voyager Foundation Board submitted a follow up request to Blue seeking her out of pocket expenses from the purchase of the Voyager logo merchandise, \$1182.84. Sue thought that the PTSO had agreed to purchase the remainder merchandise from her. We clarified amongst ourselves that at a previous meeting (as recorded in the Minutes), the PTSO officers agreed to facilitate the sale of the merchandise without actually using PTSO money to purchase all of it beforehand. The 'Ohana already sold some merchandise and collected \$561. We discussed reimbursing her the money that we made thus far, but extracting the profits from the mark up of the items since we used PTSO resources, time and manpower to create fliers, market and sell the merchandise. As we sell the items, we will continue to reimburse her at cost per item up to \$1182.84. As of our current sales, we will reimburse her \$392.82. Monica made the motion to reimburse Sue according to this formula, Trish seconded the motion and the motion was approved.

5. Committee Updates

a. Membership

Everyone agreed that the recharge sessions helped to increase membership by offering the discounted childcare and merchandise. Membership is now at 182.

Monica suggested that a childcare/ date night event or childcare/ Christmas shopping event could be organized for another membership benefit and/or fundraiser.

b. Community Relations

Great Pumpkin Food Drive: Everyone agreed that Anne's Great Pumpkin flier was terrific. Monica will get 15 or 16 boxes for the food drive. Blue will pick up the pumpkin from Aloun Farms. Aloun Farms will weigh the pumpkin. The Food Bank will weigh the donations. We decided that the Food Drive will go until November 22, the last day to donate cans. We will ask the Food Bank to pick up the donations on the following Monday or Tuesday (November 25 or 26).

c. Special Events

MLK Parade: Chas has been trying to get in touch with Sara Redican from Lanikai Charter School, who turned in a request form last year for the parade on behalf of both Lanikai and Voyager. To make sure we don't miss the parade deadline, Chas will turn in the request form for Voyager and ask if Lanikai would like to be included on our form once she gets in touch with Sara.

Action: Chas will submit MLK parade form.

December Bazaar: Christine Neuman, a Voyager parent, emailed Blue regarding an idea for a Christmas Bazaar at which students could purchase gently used donated items. Voyager students had participated in this kind of event in past years. Students were excited to buy items for people on their list and have their presents wrapped at the event. The Board agreed to organize a December Bazaar and will send out an announcement in the next newsletter seeking volunteers, donation items, and wrapping materials. Because the Food Drive will go until November 22, we decided to start accepting donations for the Bazaar on November 25. We wanted to give parents enough time to turn in donations and give volunteers enough time to organize the items, and not interfere with Winterfest. We scheduled the December Bazaar event for the week of December 9, allowing kids from the 3 different academies to shop on three separate dates from Wednesday through Friday (December 11, 12, 13). Trish suggested that the funds received be used to purchase much needed Recess equipment.

Action: Trish will create the forms including the fliers, shopping list for the kids, and volunteer form.

d. Teacher Relations

Winterfest Site: The school has put in application to 5 different locations including Andrews Amphitheater, Orvis Auditorium, Kaimuki High School, Word of Life, and McCoy Pavilion for Thursday, December 19th. Practice will be held on December 17th and a picnic will follow the performance on Thursday. Over 400 people attended Winterfest last year.

e. Fundraising

iD cards: Participation is extremely low. We are hoping that many parents got the dates mixed up. By this time last year, 200 cards had already been sold. The fundraiser will be extended to the end of October and incentives added to increase participation such as small treats and prizes for selling 2, 5, and 10 cards. Monica moved to approve spending \$120-\$150 for incentives. Tracie seconded the motion and the motion was approved.

Holoholo Market: A representative from Holoholo Market will attend the next General Meeting to raise awareness about the program.

6. Adjourn

The meeting adjourned at 8:25pm. Next meeting will be held on **Thursday, November 14, 2013 at 6pm.**