

**Pine Trails P.T.O. Meeting Minutes**  
**August 18, 2008**

**Present:**

David Kanine, Julie Clark, Sarah Vliestra, Amy Wiley and Mandie Keeslar

**Meeting Minutes:**

Sarah called the meeting to order at 6:30p.m.

**Assignments:**

Dave motioned Sarah Vliestra as new PTO President and Treasurer, Amy Wiley as Vice President and Mandie Keeslar as Secretary. All were in agreement. Julie Clark handed over all existing documents to Sarah. Dave and Sarah are to get Chemical Bank checkbook and Meijer credit card changed into Sarah's name.

Julie presented all present with copies of proposed budget for 2008-2009 and went over existing plans for this years PTO:

Village Market: Need to check website to see if they are still doing receipt program.

Magazine Renewals: All set for 2 yrs. with the exception of Debbi Dalm's "Time For Kids"

Fundraiser: Sarah is in contact with Goodies Factory in regards to this years fundraiser. Julie suggested continuing having items boxed per child.

MEAP Snacks: PTO pays for one weeks worth and asks for parent volunteers to provide the rest.

Fifth Grade Graduation: Fifth Grade Parents organize, PTO provides cake and punch.

**Open House:**

This years open house is scheduled for Wednesday, August 27 from 6p.m. to 7p.m. Mandie is going to get hot dogs, buns, chips, lemonade, and dishes from GFS. We plan to feed 200 people. Sarah is going to follow up with the Goodies Factory Company to get product samples and brochures.

**Parent Volunteers:**

We are hoping to find parents willing to donate their time in the classroom. We hope to establish a volunteer schedule with parents that are able to work in the classrooms.

**Playground:**

Dave motioned to buy picnic tables for lower elementary. There were two picnic tables delivered to Dawson that we may purchase at a discounted rate. All were in agreement.

Next meeting is scheduled for September 17, 2008.

Meeting was adjourned at 7:45p.m.