

Presto Executive Board Meeting Minutes

July 17, 2008

Members present: Boyd and Laura Bolter, Curtis Mulvenon, Bruce and Amy Viets, Jeannie Miller, Sabrina and Steve Crooke

Boyd Bolter called the meeting to order.

PRESTO meeting dates are set for the 08-09 year. Meetings will be the second Tuesday of every month except for March. In March we'll meet the first Monday. We'll be flexible with the May date due to the banquet.

Concert Dates for 08-09

October 2

December 11

March 12 – Collage Concert

May 12 Banquet (this date still has some flexibility)

Suggestions for banquet: Start earlier, streamline meal so it goes faster, each group play only one piece – need to make the night shorter because of finals and AP tests. We'd prefer to have the banquet the week before exams.

District concert dates to come soon.

Refreshments

Refreshments will not be served at concerts this year, except for the meal at the Collage concert. Instead, donuts will be bought for the students the morning after concerts. There will be a sign-up table for PRESTO, t-shirt sales, concession sign-up, etc. before and after concerts.

Fundraising

PRESTO will run concessions for the first home basketball game on Friday, Dec. 12. Volunteer sign-up sheets will be available at the picnic.

Curtis sees no need for other fundraising this year as there are no trips scheduled in the near future.

There has been some discussion of coming up with a process for awarding need-based scholarships for future trips. There was discussion of whether to produce an application form or whether to make it a more informal process by which Curtis could approach students with input from administration when a need seems to be present. Bruce and Sabrina will work on this issue and find a couple of other PRESTO members to assist.

Dresses

We have dresses that need repair. Jeannie and Anita Hawkins will attempt to do necessary repairs. Curtis' mother can help with this project, as well. Bolters will find out where the dresses are

currently. If Jeannie and Anita are unable to complete these repairs, they'll look into the cost of having them done professionally. This fact finding will be done before the budget meeting in August.

Picnic

August 17 beginning at 5:00.

Bruce will put up signs to help people find the shelter.

Set up will begin at at 3:30

Postcards will go out at the end of July - Bolters will do this

Officers will call incoming freshmen the week before school starts. Amy will contact these girls to get them the information they need to make the phone calls. She'll contact Curtis to get that information.

Amy and Bruce will contact Michelle Goering about soliciting donations.

Bruce and Amy will do the shopping for food and supplies

Jeannie will help where needed

Sabrina thinks she has a list of "who signed up to help with what" and will send it to Amy

T-Shirts

Curtis wants to get input from the students on what to put on the t-shirts this year. He'll do this right after school starts. He'll handle the size requests and orders.

Finance/Budget

All Executive Board members will receive signature card for PRESTO account – each person has to go to Premier Bank at 15301 W. 87th and sign in for a signature card. There are three accounts to sign for. Two signatures are required for checks over \$500, and spouses may not co-sign. Treasurer signs most checks.

Last year's scholarship checks have not all been given out yet. Jeannie will contact the students who still need their checks to make these arrangements.

07-08 audit is completed. Information will get to Jeannie in the next week.

Budget meeting needs to be scheduled for mid-August. Boyd and Laura will e-mail date suggestions to Executive Board members.

Committees

Boyd has initiated phone calls to folks to try and get all committee chairs in place. See his notes from this meeting.

Presto Registration Table at Registration and Back-to-School Night

Registration: July 29&30

Back-to-School: August 26

Jeannie will make some phone calls to get some kids to do a table. She'll have them contact the Bolters to get membership forms and the banner. They'll also have picnic information at the table.

Curtis will be at Registration on the morning of the 29th to make sure things are in place.

Bolters will call to make arrangements for PRESTO to have a table.

Job Descriptions for Officers

Curtis would like to delete the following:

Orchestra/PRESTO promotion:

2. Assist with sign-ups, games, and giveaways at Back-to-School night.

We'd like to amend the following:

Administrative

2. Make sure one of the student officers is present for each PRESTO meeting, with a report on student activities and duties as described here.

Amended to:

2. Each officer should attend one PRESTO meeting one time during the year. An officer's report should be submitted for each meeting, reporting on student activities and duties.

It is a three-person committee, with no individual titles.

There will be a permanent place in the monthly PRESTO agenda for "student officer report."

Complete, amended listing of officer responsibilities is attached.

Job Descriptions for PRESTO Officers

Descriptions need to be improved sometime this year.

Curtis's Report

He's looking for something for the orchestra room for hanging up bows and other equipment. This project will cost approximately \$60. He'll use the discretionary budget for this expense.

He needs to purchase DVDs to copy senior videos, as well as mailing envelopes and postage to mail them to last year's seniors. We are able to spend up to \$250 in non-budgeted funds before budget is approved. He'll go ahead and complete this project in the next week.

Meeting was adjourned at 8:40.

Student Orchestra Officers' Responsibilities

Orchestra/PRESTO Promotion

1. Call all incoming freshman families to invite them to the Back-to School Picnic.
2. Cover PRESTO tables at registration and Back-to-School night.
3. Decorate/update orchestra bulletin board 2-4 times per year. Solicit photos for use on the bulletin board and on the PRESTO website.

Social

1. Organize the Homecoming float. Make sure all orchestra members are invited to work on the float and participate in the parade.
2. Organize a fun activity each semester, for example movie nights or breakfasts. Make sure all orchestra members are invited.

Administrative

1. Meet with PRESTO officers at the beginning of the year to discuss plans for the year.
2. Each officer should attend one PRESTO meeting one time during the year. An officer's report should be submitted for every monthly meeting, reporting on student activities and duties.

PRESTO 2008-2009

Officers

Co-Presidents – Laura & Boyd Bolter – home 894-5668, cell 706-0117, work (Boyd) 345-7768
bbolter@everestkc.net, lbolter@everestkc.net

Co-Vice Presidents – Sabrina & Steve Crooke – home 888-3206, cell 710-5906
scrooke@everestkc.net, sfcrooke@laynechristensen.com

Co-Secretaries – Amy & Bruce Viets – home 894-1902
amyorbruce@everestkc.net

Treasurer – Jeannie Miller – home 492-0805
miller8911@everestkc.net

Past Co-Presidents – Beth & Dave Cicha – home 649-4361 mkeyisland@everestkc.net

Director – Curtis Mulvenon – home 438-2803 cmulvenon@kc.rr.com

Committee Chairs

Picnic – Amy & Bruce Viets, Chrystal Heinze – home 406-2433 heinzeinteriors@yahoo.com

Membership - Database – Tammy & Rick Karsten – home 894-4448 karstenfamily@usa.net

Membership – Freshman Parents – Open

Communication – Website and Emails - Tammy & Rick Karsten – home 894-4448 karstenfamily@usa.net

Communication – PTA Liaison - Open

Communication – Print (Viking Voice, Announcements, Newspapers, Grade Schools and Westridge) -
Open

Programs – Laura Bolter

Banquet – Anita Hawkins – home 438-6256 ahawkin1@travelers.com

Ways & Means – Open

Chaperones – Brenda Barrand – home 341-1170 bjbarrand@everestkc.net

Uniforms – Open

Collage Concert – Open

2008 Summer Auditor – Linda Carlson

2009 Picnic – Open