**OPPO Meeting Minutes**

**Tuesday, September 19, 2017**

**7:00 pm @ Otto Petersen Library**

**Call to Order: 7:02pm**

Attendees present: Nikki Tetz, Tricia Hatfield, Laycee Kinsman, Erin Frugia, Jessica Townsend, Dawn Gardner, Kelly Hamman, Kimberly Schrader, Vanessa Brainerd and Poppy Elshaug.

**Board Introductions**

* President, Jessica Townsend introduced board members: Vice President – Erin Frugia, Treasurer – Bree Vetsch (not present) and Secretary – Dawn Gardner.

**President’s Report**

* Jessica reviewed the OPPO Schedule of Events, which included meetings, fundraisers and annual programs.

**Treasurer’s Report**

* Jessica reviewed the OPPO Balance Sheet for the 2017-18 school year. Balance is $17,333.11.

**Committee Reports**

None.

**Old Business**

None.

**New Business**

* Committee Leads
* **Bulletin Board** - Kimberly Schrader volunteered w/assistance from Bree Vetsch.
* **Art Literacy** - Dawn Gardner & Erin Frugia will co-manage this program.
* **Yearbook** - Tricia Hatfield volunteered w/assistance from Tia Rushing.
* **Student Store** - Erin Frugia will head this program again. New storage space on the stage makes the lunchtime store easier to set up. **2-3 volunteers needed** during lunch hour for each grade, 1 day per week (min. volunteer time = 1 day/month). Runs October-May and accepts real money (not Hooties/Pride tickets).
* **Movie Tickets (Fall/Spring)** - Dawn Gardner w/assistance from Board members. Flyers went out on Tuesday.
* **Santa’s Workshop** - Christine Sprenger. Program runs in December (week before winter break).
* **Hoop-a-thon** - Erin Frugia will head this fundraising event with Joe Girres, who will choose dates. It was suggested to also print pledge envelopes and flyers in Spanish.
* **Spring Book Fair** - **Needs a Chairperson!**
* **Staff Appreciation** - Nikki Tetz will chair this event. Monday Brunch, May 7th. She would like to add other appreciation activities, as well.
* **Fun Day** -Board members will coordinate volunteers for event.
* **Family Fun Night** - **Needs a Chairperson!** Date to be determined. It was suggested it occur the night before a no-school day.
* **Cocktail Event** - Erin Frugia will chair this fundraiser. Date, venue and distributor to be determined.
* **Spring Fling Dance** - Jessica Townsend & Dawn Gardner will research for the possibility of this event. Possibly a 6th-grade-only semi-formal dance! Kimberly Schrader knows a DJ. Tentative date: Friday, before spring break.
* **Bake Sale** - **Needs a Chairperson!** Coordinate dates with performing arts programs: 12/13, 3/14, 3/16
* Meeting Location: It was agreed to continue to hold meetings at the OPE library, rather than change to a restaurant. It was suggested that flyers be put on both front door and gym door to remind parents of meeting.

**Special Spending Requests**

Cheryl Timmons: The school Office needs a variety of clothing items for emergencies (leggings, sweatpants, socks, underwear, etc). Kimberly Schrader motioned to approve $200 be spent on clothes for the Office. Lacee Kinsman seconded and motion passed unanimously. Jessica Townsend will confer with office to clarify who will make the purchases. Donations will also be accepted and OPPO will provide a bin. Board to reassess needs mid-November and use Black Friday deals to replenish, as needed.

**Discussion/Questions**

Lacee Kinsman suggested that OPPO provide food for staff members during November conferences, as the office staff provides it to teachers, while they are also working at conferences. The Board agreed this would be a nice gesture and will set up a sign-up for volunteers.

Site Council meets September 21st at 3:15pm. Erin Frugia will attend.

**Meeting Adjourned: 8:20pm**

**Next Meeting: Tuesday, October 10th @ 7:00pm!**

Visit our webpage: http://ottopetersenparentorganization.weebly.com

LIKE us on Facebook: Otto Petersen Parent Organization