

**Mandarin Oaks Elementary PTA  
General Board Meeting Minutes – August 27, 2009**

- Call to Order** The General meeting of the Mandarin Oaks Elementary PTA was held in the music room at Mandarin Oaks Elementary on August 27, 2009 at 3:15 p.m. The president, Missy Carter, called the meeting to order at 3:15 p.m. The Secretary was present and a quorum was established.
- Pledge** The pledge of allegiance was led by Missy Carter.
- Introductions** The executive board and the committee chairs were introduced.
- Minutes** By direction of the Minutes Audit Committee, the minutes of the April 23, 2009 General Meeting were certified and filed for audit.
- Treasurer's Report** Bryan Smoker reported that the MOE PTA records for the 2008/2009 fiscal year were examined and certified by the audit committee and the report is filed.

**Executive Committee Reports**

- Ways and Means** Jean-Marie Williamson reported that the first fundraiser would be going home the next day and would run through September 14, 2009.
- Volunteers** Jenifer Morgan explained the application form for volunteers. Jenifer said that the Volunteer Orientation was scheduled for September 17, 2009 in the Media Center. There would be 2 meetings, one at 9:00a.m. and again at 6:00p.m.
- Jenifer reported that the Homeroom Parents Meeting was scheduled for September 24, 2009 at 9:00a.m. in the teachers lounge.
- Jenifer explained the Volunteer Log in the front office and the importance of tracking volunteer hours. She then mentioned that the first volunteer opportunity was September 10, 2009 for Fall Pictures.
- Membership** Bryan Smoker reported for Julie Cooper that we had signed 221 members to the PTA so far and that envelopes had been sent home. He reported that the front of the envelope had a section for volunteer programs and to mark the programs that you were interested in volunteering for.
- Correspondence** Machell Fowler explained about the weekly reminders on the website and how to sign up for them and also how to opt out if you did not wish to receive them anymore.
- President's Report** Missy Carter talked about the PTA website and how wonderful it is. Missy then explained that we would be ordering new t-shirts and information on that would be going out at a later date.
- Standing Committee Report** None
- New Business** Bryan Smoker explained the 2009/2010 budget. A motion was made and carried to accept the Budget as proposed.
- Principal's Comment** Mrs. Van Dyke was introduced.

**Announcements**

The Book Fair dates were announced.

**Adjournment**

The meeting was adjourned at 3:40 p.m.

---

Recording Secretary

**Approved As:**

**Read:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Corrected: \_\_\_\_\_

Date: \_\_\_\_\_