



PFO Monthly Meeting Agenda

Date: August 15, 2023

Length: 1 hr

Committee: General

Zoom: **Meeting ID:** [830 1303 6966](https://us02zoom.us/j/83013036966)

Passcode: PFOOFHLA

Objective(s)

- 1.) 2023-2024 Prep

Schedule:

Time	Topics	Owner
5:30pm ☞ 5:32pm	Welcome Roll Call: Jessica Rainey-Dent, Julie Lewis, Amanda Walker, Geraldine Rector, Tina Bevens, Anita Turley, Zhanna Makovey	President
5:32pm ☞ 5:34pm	Approval of Minutes and Agenda – Julie Motioned, Tina Seconded, All Approved	Secretary
5:34pm ☞ 5:36pm	Treasury Report – Anita Motioned, Rector Seconded, All Approved Ending Balance - \$5,057.26 EOY report not viewed, not completed. Tabled until Sept.	Treasurer
5:36pm ☞ 5:40pm	<u>Be Inspired</u>	
5:40pm ☞ 5:42pm	Old Business <ul style="list-style-type: none"> • <u>Bylaws</u> – Jessica motioned, Amanda 2nd, all approved the proposed changes for PFO Bylaws: <ul style="list-style-type: none"> ○ Name will revert back to original until FHS is fully on board. 	Team

	<ul style="list-style-type: none"> ○ Need to use the EOY report on a monthly basis. Anita will train Tina on how to complete. ○ Training Manual needs to be done this school year as we will be losing a few members because of kids aging out of school so we need to be able to pass this on to those that will come behind us. We will submit paperwork every meeting and Anita will start developing the actual manual. ○ Reimbursement of expenses should take place within 72 hrs and receipts signed by Treasurer and Member. Within 7 days, invoices, paperwork, Event Proposals, receipts, etc. should be uploaded onto the drive. Current bank statements must be posted so that the EOY document/form can be updated. ○ We will go over the Bylaws one article at a time during each meeting throughout the year. 	
5:42pm ? 6:24pm	<p>New Business</p> <ul style="list-style-type: none"> ● Volunteerism – Try a new tactic – Make a promotional video and post on all social media sites. Jessica and Rector will be the mail speakers. Julie and Zhanna will look into FHS students, staff, and even GCC, being the recorders. ● Shack Shack Volunteer Sign Up – We need a minimum of 3 bodies. Rector will look at her schedule to see if she can help. Anita and Jessica will work on the inventory. Storage shed may be shared with Mrs Julie for event stuff. ● HLA Website PFO Page - Ensure Mr. Munch has access/shared to any docs and he will post. 	Team

	<ul style="list-style-type: none"> ● PFO Pics and Drive – Need a photographer for our events. Suggested to use FHS student to do that task. Zhanna will talk to some she has in mind for that. ● Summer Meeting Proposal: - Jessica motioned, Zhanna 2nd, all approved <ul style="list-style-type: none"> ○ 2 Meetings in May till end of July or beginning of August ● PFO Celebration Suggestions <ul style="list-style-type: none"> ○ Need Date, Time, Location ○ We want to go somewhere that we can have fun, not just eat. Maybe a holiday season and reserve a private room. Food, dancing karaoke, games, prizes. Jessica will check into that. Do it before the actual holiday. ● Futures Staff Athletics Help. – Coach Drew is asking for sign-up help for the Lady Knights Volleyball team home game. Anita will forward the email with the google form attached to all members of the PFO. Zhanna mentioned that Dec 7th will be FHS Family Night. FHS sport calendar is always listed on their website. 	
6:25pm ? 6:29pm	<ul style="list-style-type: none"> ● Items for next agenda <ul style="list-style-type: none"> ○ Snack Shack Help ○ Volunteerism – Video progress ○ PFO Member Event Nite Location, Date , Time ○ Middle School Dance Sept. 22. Asking if PFO wants to assist in some capacity. Food, supervision, decoration. Julie will submit past pizza cost. ○ Storage shed on campus. ○ Bylaw review of Article 1 ● Open for Discussion <ul style="list-style-type: none"> ○ Sept 13, 7:45am, Coffee with principal 	
6:29pm ? 6:30pm	<p>Closing</p> <p>Next meeting date –</p>	President

	<p>Tuesday September 12, 2023 5:30pm</p> <p>Please invite someone new!!</p> <p>Even if they are not sure they will join. At least they can see what a benefit PFO is to HLA, FHS and our community. Spread the word to other Parents, Faculty and Students</p>	
6:30pm	Adjournment – 6:25pm	President

