

Agenda

8/19/09

First Executive Board Meeting

I. Call to order

II. Reports

A. President: Jennifer Newell..... 35 min

1. New Website & Newsletter & General Meeting Dates
2. Disperse and Discuss Procedure Books
 - Calendar of events for the year
 - Handbook if applicable
 - Proposed By-laws
 - Plan of Work – Blank and Example of completed one
 - Contact List – get phone numbers
 - Proposed Budget
 - Conflict of Interest Policy
 - Sample forms
 - Tax Exempt form
3. Standing Rules Committee
4. By-Law Amendment

B. Treasurer: Jill Smith..... 10 Min

1. Audit Report
2. Credit Card Machine
3. End of Year Financial Report
4. Proposed Budget Amendments

III. Reports

A. Liz Hennig – Carnival Rpt..... 5 min

B. Janet Fatheree – Directory Rpt..... 5 min

IV. Adjournment

V. Announcements:

8/21/09 Teacher Luncheon (Desserts and Fruit)

8/21/09 Meet the Teacher Night (Volunteers for T-shirts, Membership and Directory Sales)

8/24/09 Coffee & Kleenex (Volunteers)