

**REEDS SPRING R-IV SCHOOL DISTRICT**  
**Project Graduation Executive Officers Open Meeting**  
**Class of 2014**  
**Central Office Conference Room**  
**June 5, 2013, at 6:00 p.m.**

**Roll Call:**

Officers Present:       Stephanie Krueger, Pres.       Karla Bauer, Co-Treasurer  
                                  Terri O'Neal, V-Pres.        Rachelle Meats, Secretary

Members Absent:       Joy Flaugh, Co-Treasurer

**Approval of minutes:**

The minutes of the Project Graduation Organizational Meeting held on May 22, 2013, were read and unanimously approved. A copy of the approved minutes will be emailed to all senior parents and made available at next meeting on June 12, 2013.

**By-laws:**

By-laws will be created and followed for all meetings and events.

**Chairpersons:**

Since the Officers Executive meeting is an open meeting, everyone is invited to attend. All Chairpersons will be strongly encouraged to attend Officers meetings.

Chairpersons for the following capacities need to be filled (except those already stated). A brief description, including but not limited to, these job duties are also listed:

1. **Fundraiser Chairperson – Jim Meats** – Coordinates fundraiser events and oversees parents/student committees for fundraisers throughout the school year spreading the work load.
2. **Hours Chairperson – Jenny Tinnes** – Keeps track of hours worked by students and parents. Declares at the end of the fundraising year what each hour is worth in dollars. Will have final spreadsheet available on Project Graduation night to provide students with their monetary prizes or gifts.
3. **Security Chairperson** – (not filled) – Monitors and ensures safe and secure environment at fundraising events and at Project Graduation night, soliciting reliable assistance from parents.
4. **Prizes Chairperson – (not filled)** – Heads a committee responsible for soliciting donations of prizes, purchases prizes, and recommends how prizes will be distributed.
5. **Food Chairperson – Jason Krueger** – Heads a committee responsible for soliciting donations of food, purchases food, and organizes food on Project Grad night.
6. **Entertainment Chairperson** – (not filled) – Heads committee responsible for determining what entertainment will be provided, secures and oversees use of equipment for Project Grad night.

Chairpersons will provide a brief report at each Officer and parent/student meeting.

**Communications:**

**Executive Student Officers** - Students have their own communication network, so it was decided that we include current senior Student Council Officers and ask them to work as liaisons with other seniors for volunteer service, suggestions, etc.

**Facebook and Twitter** – Jim Meats will be creating these accounts by the June 12<sup>th</sup> meeting and will provide the links and information for accessing these means of communication.

**School Website** – Rachelle Meats will seek possible approval for providing a link on the school website for Project Graduation info.

**Emails and All-Calls** – We will continue to notify parents of upcoming meetings/some events via emails and all-calls using the school's information system.

**Agenda:**

The officers created an Agenda format.

An Agenda for the upcoming meeting will be provided to senior parents, along with minutes from the Organization meeting, in the reminder email to be sent to senior parents and students Tuesday, June 11<sup>th</sup>.

A sign-in sheet

**Next Meeting:**

**Wednesday, June 12, 2013, 6:00 p.m., High School Commons**

Meeting adjourned at 7:00 p.m.