

PTSA Executive Board Meeting Minutes – 1/8/2020

- I. Call to Order by BC at 9:05
- II. Approval of Minutes: Motion to approve by MB, seconded by KM, passes unanimously.
- III. Officer Reports
 - a. Trevor Honohan, School Report
 - i. Baby gators will receive final approval Thursday 1/10/2020 and tanks will be populated soon after that. Fish tanks will have plenty of fish and water life. All tanks will be maintained by volunteers.
 - ii. After obtaining many necessary approvals, playground shade is going up now.
 - iii. School holiday - 1/20/2020.
 - iv. Score table for the gym will have score and opportunities for advertisement. Leslie Frolich is the contact for operation of the score board.
 - v. Basketball games start 1/22/2020, we have 3 home games.
 - vi. Teachers would like another opportunity to order t-shirts.
 - vii. Lounge is out of coffee, staff has requested more.
 - b. Becky Junod, Falcon Fund Report *Not present*
 - c. President, Brooke Castino
 - i. Nominating Committee for 2020-2021 Board: Nominating committee must consist of an odd number. FW read out loud the bylaws pertaining to the appointment of the nominating committee. BJ will advertise nominating committee spots in the next PTSA newsletter. Nominating committee members will be voted on at the next general board meeting.
 - ii. Any PTSA members desiring to run for an office for the 2020-2021 school year should fill out the interest form (on the PTSA website <https://www.audubonparkschoolptsa.org/getinvolved>) and /or submit to audubonparkschoolptsa@gmail.com.
 - iii. The Nominating Committee meeting will meet in the next 60 days, date TBD, to review candidates. Hopeful candidates should follow up with PTSA to find out deadline for interest form submission.
 - iv. Next PTSA General Meeting: two general meetings left in the school year. During the April general meeting, the PTSA will vote in the executive board for 2020-2021.
 - v. Next general meeting will be on February 6, 2020 at 6:15.
 - vi. Alligator Baby Shower (Jan 30)
 - d. Will Dukes, Outreach Coordinator
 - i. Working on a directory of PIE members.
 - ii. KM asked Will to find out if there are PIE members who would like to participate in staff participation week.
 - e. Treasurer, Wendy Coomes
 - i. Current Balance: \$50,325.03. KM and TF verified November and December statements.
 - ii. Holiday Shop grossed \$11,295, netted about \$3,000.
 - iii. PTSA plans to use funds for school improvements. Trevor suggested that the media center entrance be dressed up and the doors more transparent to make it more inviting and do justice

to our amazing media center. Also, the collaboration spaces need color and items of interest to make them more welcoming and usable for collaboration.

- iv. Trevor discussed the overall goals for the school, which PTSA funds can support:
 - 1. Beautify/specialize the media center hallway and entrance;
 - 2. Beautify/specialize collaboration spaces in a manner that promotes use and purpose of these areas;
 - 3. Outside seating.
 - v. FW moved that PTSA supports the three goals above, prioritizing in the order listed above (unless a greater need arises in the future), seconded by TF, passes unanimously.
 - vi. The goal is to roll over \$10,000 into the next school year in order to initially fund the PTSA during the next school year.
 - vii. BJ suggested that the VP of communications have a dedicated computer with the Adobe Photoshop editor software so that logos and flyers can be more easily and inexpensively altered and used.
- f. VP Fundraising, Kristen Reynolds
- i. Holiday Shoppe Recap: earned approximately \$3,000
 - ii. Park Life Falcon 5K: Teachers requested that flyers be sent home with kids. Medals, DJ, have been ordered. A parent is donating the swag bags. We have approximately \$9,000 in sponsors.
- g. VP Events, Kristin Morgan
- i. International Night (Jan 23); 11 countries signed up, including Australia, China (Chinese lunar new year), Egypt, Ethiopia, India, Poland, Spain, Aruba, St. Lucia, Venezuela, PR; table cloth provided, \$25 reimbursement. KM asked that the cafeteria be prepped for international night. Honor Society students are helping with International Night and should arrive at 6.
 - ii. Staff Appreciation Week (Feb 10-14): meeting with the chairs is tomorrow at 9:30.
 - iii. Black History Month is in February. Corina is working with KM on this. A performer is willing to come but has a \$500 fee which is a bit high.
 - iv. PTSA is working to secure an event space for next year's Falcon Fling and set a theme.
- h. VP Communications, Brittany Johnson
- i. Flyer going out next week. Other discussion items are throughout these minutes.
 - ii. Flyer announcing the 5K will include goals for PTSA funds.
- i. Outreach Coordinator, Maddie Heinen
- i. Giving Tree Drive Recap: collected items for 43 kids. MH suggested that next year the envelopes be monitored to make sure that everyone gets an even amount of items. The church donated gift cards to each family. A salon owner donated hygiene items.
 - ii. There is a persistent need for cleaning supplies for families of need. TF suggested having the K-Kids club collect those supplies. KR also suggested that middle school students collect cleaning supplies.
 - iii. The pantry collection room is disorganized and FW suggested that her Brownie Troop help to organize it.
- j. Next Executive meeting is Wednesday February 5, 2020 at 9 am.
- k. Meeting adjourned at 10:30.