



PTSA Executive Board Meeting Minutes 10/04/18

- I. Call to Order by FW at 9:05
 - a. In attendance:
President: Francee Williams
Vice President of Communications: Laura Arja
Vice President of Events: Kristen Reynolds
Vice President of Outreach: Rebecca DeVane
Vice President of Cultural Arts: Lawanda Thompson, *not present*
Vice President of Membership: Ashley Vann, *not present*
Vice President of Fundraising: Becky Junod
Parent Liaison Chairperson: Terri Guitton
Recording Secretary: Mickey Barkett
Treasurer: Suzy Strates
Student Initiatives Coordinator: Maddie Heinen
Parliamentarian: Brook Castino
- II. Approval of September Minutes: motion by FW, seconded by KR, motion passes
- III. Officer Reports
 - a. School Report, Trevor Honohan
 - i. Trevor had a last minute obligation come up and was not able to attend.
 - b. President, Francee Williams
 - i. Calendar updates/ Staff appreciation dates?
 1. FW will send out calendar dates electronically. Dates are in flux as we continue to nail down schedules
 2. Chairperson Folders/Volunteer Ops/emails/Reps
 - a. Communication to the school could be improved. If a person is not receiving communications, ask them if they are PTSA members. If they are PTSA members, then we need to check Admin to make sure the email is correct.
 3. October General Meeting
 - a. MB moved to not schedule an October meeting and not to hold a meeting in the fall, wait until early spring; seconded by KR; motion passes unanimously.
 4. Suggested that we send out a save the date for upcoming events
 - c. Treasurer, Suzy Strates
 - i. Account status: Balance is \$5,500
 - ii. Proposed doing holiday shopping for the kids with Wonderland, a family owned company. Question of who will work the holiday shop. Company will provide volunteers at a cost so we will use our own volunteers. They will allow us to use their carnival games. Issues discussed: items for older kids to purchase, upfront cost, BC moved to add the Holiday shop to our calendar for early December, 2018, because we want to coordinate date with Science Night and we do not yet know when Science Night will be held. Science night will be on 11/30, 12/6 or 12/7. Winter Park Parade is 12/8. Seconded by Board Member, passed unanimously.
 - iii. SS asked for signers on bank statement. FW & BJ signed.
 - iv. Giving Tree is 11/12- 12/14; jacket drive 11/26 - 12/14
 - d. VP of Fundraising, Becky Junod
 - i. Donations are rolling in; potential donations from Kiwanis and other non-profits
 - ii. There may be OPCS donors for kindergarten shade
 - iii. We are asking for \$100,000 in donations
 - iv. Hoping to raise money through gifts from the heart, Falcon 5k & Holiday Shop. Due date for GFTH experience donations is 10/26, auction will take place 11/7-11/14. Question was raised, should we re-name this auction to something different than Gifts from the Heart. Suggested name is "Gifts from the Heart: an Online Auction of Community Experiences."

- v. A parent, Felix Hernandez, puts on 5K's. We will have a 5K on 2/2/19
 - vi. 8th graders are trying to raise money for a trip to DC. Question was raised about how to raise money for children who cannot afford the \$1,500 fee to attend the trip. PTSA does not have the money in their budget to pay for the four children. 8th grade is selling Yankee candles but the fundraiser should not go to the whole school. Fundraisers should be coordinated with all fundraising efforts so as not to make too many asks for money from the community.
 - vii. It is not advisable to use school communications to distribute info re commercial enterprises to the community. There are other avenues for doing this including PIE through Orange County Public Schools
- e. VP Communications, Laura Arja
 - i. Make sure to give LA communications that are a finished product with no need for editing or follow up
 - ii. Newsletter - dates, upcoming events, event recap
 - iii. Facebook - follow up on secure open group. Adjust settings so that we can approve posts; we cannot block comments, unless there is profanity which will be blocked. Change settings to get notifications when comments are made. LA does not need to repost Twitter on FB.
 - iv. LA does not need to update PIE partners on the PTSA website.
 - v. Suggestion made to change standing rules to make communication more efficient.
 - vi. Newsletter going out this week.
 - f. Student Initiatives Coordinator, Maddie Heinen
 - i. MH set a meeting with middle school kids three Mondays ago. One child, Gavin, showed up. For future meetings, MH will use other channels to get word out - flyers, teachers, social media, etc. next meeting is tentatively 10/22. The middle school flyer is a good way to communicate.
 - ii. During MH's meeting with Gavin, Gavin suggested food and other ways to engage the children. MH may offer games, food, etc. 8th grade lead teacher (Ms. Hanson) to help encourage middle schoolers to attend. MH suggested allowing all children to attend. There is a student council meeting today. MH will keep up efforts to get kids interested.
 - g. Parent Liaison Chairperson, Terri Guitton
 - i. Terri will communicate with 6th and 7th grade head teachers.
 - ii. SS mentioned that some links in email were not accessible. Discussion held about how to make internal links work.
 - iii. Teachers were appreciative of snacks during monthly Wednesday staff meetings. Suggestion was made to provide soups or some other theme so that the teachers have a substantial snack. The whole focus of this was teacher appreciation.
 - iv. Room parents and grade reps to follow teacher leads on snacks and birthday treats so as to meet school nutritional requirements.
 - h. VP Cultural Arts, Lawanda Thompson
 - i. Not present
 - i. VP Events, Kristen Reynolds
 - i. Committee Events/update: Picnic will be in the center courtyard, acoustic music provided, fun games, connect four, two airbrush artists, caricature parent, simple decorations, patio lights, etc. FW has a wreath. Families can pre-order food from B3, 1803, or bring their own. KR will also have a cotton candy machine, popcorn machine, sodas, waters, Kelly's Ice Cream.
 - j. Rebecca DeVane, VP of Outreach
 - i. Erin Jorgensen took over Love Pantry and organized the donations. She comes every Thursday.
 - ii. Teach In is 11/14.
 - iii. Parents can donate snacks
 - k. Ashley Vann
 - i. Not present due to conflict. FW presented her update. AV gets a lot of kicked back emails so she is working to revise roster of members.
 - ii. Make sure that room reps and grade reps are all members.
 - iii. AV has a team. Ask team or Board look into getting all reps to enroll as members.
- IV. New Business
- a. Allison Hannon presented "Monster Mash your Trash," a family challenge to make a monster out of recyclable materials. Goal is to have them on display during PTSA night. Suggested that teachers encourage children to bring items from home and do the project at school in library if they cannot do it at home.
- V. Meeting Adjourned at 11:26 am by FW