

Minutes
PTSA Executive Board Meeting
Monday, June 11, 2018

I. Call to Order by Francee Williams

II. Welcome by FW, introductions

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

Vice President of Membership: Ashley Vann

Recording Secretary: Mickey Barkett

Treasurer: Suzie Strates

Parent Liason Chairperson: Terry Guitton

Not Present: Corresponding Secretary: Maddie Heinen

Vice President of Fundraising: Becky Junod

1. PTSA & School vision - FW
 - a. Mission and Vision read
 - b. Review of roundtable meetings - purpose was to review vision of changemakers
2. Processes and Procedure - FW
 - a. Bylaws - review on your own time. Renewed every 3 years. Must have 3 general meetings in a year
 - i. How many meetings do we want to have a year?
 - ii. Use position names when you are signing and/or sending emails
 - iii. Must have 10 board meetings a year
 - iv. Email votes not permitted
 - b. Review of items in folders distributed to officers
 - i. Procedure Books should be created by all officers. These are handed down from officer to officer and are the property of the PTSA, not the individual.
 - ii. Interest forms - Each officer was given copies of interest forms related to their role. Everyone who has submitted an interest forms will be placed
 - c. Standing Rules/Media Policy
 - i. FW suggested we have a committee to put together standing rules
 - ii. FW moved to approve a standing committee; seconded by Suzie Strates; passed unanimously
 - iii. FW moved that FW, MB, SS, LT sat on the committee to develop standing rules, seconded by KR, passed unanimously
 - d. Parliamentary Procedures
 - i. FW moved to create a parliamentary position and appoint Brook Castino as parliamentary; seconded by AV; discussion ensued, Brook's PTSA interest form was read into the record; approved unanimously.
 - ii. This position is not being slated for President; President will not be appointed as president elect anymore
 - iii. Maybe standing rules can say that person must have had experience on the board. In May is election of new officers.
 - e. Set Future Meetings

- i. Reschedule July 10th meeting to July 18th 2 to 5, at FW's house.
 - ii. August meeting is August 2, 2018, 9:30 am to 12:30 (tours are from 3 - 5, pep rally is 5-6), location TBD
 - iii. Future meetings after August will be set for first Thursdays of each month, once per month, they usually last 2 hours. Meetings should start at the beginning of Falcon Hour at 9 am so that a student can attend during Falcon Hour.
 - 1. Would like to consider a Student Initiative Coordinator who would work with student on board for any student initiatives.
- 3. Officer Reports/Planning Proposals/Job Descriptions - read into the record. Include in the rules. Use as a guide so that people can know what boards they want to get involved with
 - a. Treasurer, Suzy Strates.
 - i. Proposed getting quotes from Iberia, TD Bank, First Green and Seaside for the PTSA bank.
 - ii. Treasurer needs to create a budget committee of 3 to 5 people. Suggested names included: Wendy Coombs, who filled out an interest form; Becky Junod; Tenisha Donald is a caterer; Fred Guitton; Kim Sommers (also suggested as treasurer consultant), Kristen Reynolds.
 - iii. Motion to approve Suzy to have a committee of 3-5, including BJ and KR, (FW is implied as ex officio), remainder of members to be determined by Suzy.
 - iv. Account signors: President, BJ, Recording Secretary: Motion to approve FW, BJ, MB as signors, seconded by Laura Arja, motion passes unanimously.
 - v. PTSA wants to buy Sunshine State books for the teacher. Check with Armstrong Lock to see if they will donate a safe.
 - vi. We have to establish forms, Suzy will create initial forms and we will review in July
 - b. Vice President of Outreach, Rebecca DeVane
 - i. Past programs include: clothes drives, can drives, pantry, spirit night, school supply drive, etc. What programs do we want to keep?
 - ii. Lawanda - don't miss the children who are not only poor but those whose family are on hard times. Snack drive was not an effective program. Help children who want books, go on field trips.
 - iii. Let's build relationships so we know who needs help.
 - iv. FW - use free and reduced lunch form and homeless form and feedback from teachers to determine need
 - v. Should we do a school supply drive in conjunction with the pep rally?
 - vi. Should we adopt a sister school to help
 - vii. Globally - Rise against Hunger, what other organizations could we help?
 - viii. Allison: Got Fleet Farm to Plant 2 Community gardens
 - ix. PIE (Partners in Education)- Need committee to head up
 - c. Vice President of Membership - Ashley Vann
 - i. Handed out current membership roster to a few board members

- ii. Wants to create a membership committee
 - iii. Pep Rally/Meet the teacher
 - iv. Membership Push
 - v. Goal 100% Teacher participation
 - vi. Will Clarify if all students to join or only middle schoolers
 - vii. Suggested a team building event for our next meeting
- d. Vice President of Events, Kristin Reynolds: Read her job description
- i. The MLS Sport scene with new school/teams
 - ii. Parent Education events
 - iii. Kristin is wanting to get a better feel for where we want to put our efforts, do we want a big fundraiser or do we want to do more family events (Wait and See)
- e. Vice President of Cultural Arts, Lawanda Thompson: Read her Job description
- i. Wants to change her description to add cultural background/ appropriation of culture
 - ii. Would like to change her job and title description to have diversity in her title. Francee read that our Bylaws has it as a cultural arts position and under FLPTA cultural arts description does not entail diversity. Diversity will be addressed as needed by the entire board.
 - iii. Would like to have a calendar of community events around town
 - iv. Wants to bring in different art/cultural events to school
- f. Parent Liaison Coordinator, Terri Guitton: Read job description
- i. Proposed list of grade level reps coordinators: ESE- Trisha Paster; K-Erin Richmond; 1-Tracy Foust; 2-Lauren Sacks; 3-Keller Tatro; 4-Farah Bloom; 5- Endsley Hewitt; 6- Tim Welch; 7-Tiffany Tulle; 8-Kristi Clark
 - ii. Trying to revamp selection process for room parents
 - iii. Summer grade playdates are being held, snacks are at coordinators discretion
 - iv. Terri will have grade reps- coordinate play dates additional dates
 - 1. 1st- June 16 @ MLK'

2. K- July 15th 3-8 @ azalea

g. Vice President of Communications, Laura Arja- Read her job description

i. Has committee in place

ii. Franco Perez will do website design

iii. Paypal account to be added to website to pay for memberships
at later date

iv. Graphic designer

v. Social Media-Tara Johnson

vi. Newsletter/ Photo: Abby Slater/Kim Sommers

III. New Business: NONE

IV. Meeting Adjourned by FW