



## PTSA Executive Board Meeting Minutes 4/04/19

- I. Call to Order by FW at 9:04 am
- II. Approval of Minutes: FW moved to approve February and March executive board meeting and April General meeting by FW; seconded by MB; approved unanimously.
- III. Officer Reports
  - A. School Report, Trevor Honohan
  - B. President, Francee Williams
    - a. Thank you: FW read into the record thank you notes to PTSA from parents and staff for teacher appreciation and the staff lounge
    - b. Art Day: the costume and design department from the Rep is attending as well as an animator. We are still trying to solidify a hands-on opportunity. We may have a volunteer from the fiber arts club from the Orange County Library. LA will add to the newsletter a request for dynamic speaker in the arts world. Will include a Sign up Genius. BC suggested that we advise Fifth Grade parents of the overlap/conflict between 5<sup>th</sup> grade field trip to the Fun Spot and Art Day.
    - c. Appreciation Event - May 23: FW suggested possibly combining volunteer appreciation and donor appreciation nights since the invitees will be essentially the same people. Garp and Fuss has not responded to phone calls. Suggested looking at the Winter Park Community Center. We are considering special awards for very involved volunteers. Quantum Leap was suggested but it was warm the last time an event was held there.
      - i. May 3<sup>rd</sup> event is canceled; combine volunteer and donor appreciation to be held on May 23<sup>rd</sup>.
      - ii. Invitations: discussion re posting invitation on Instagram or other social media for volunteers only. Consider a hard copy to school partners.
      - iii. AV will help plan the party.
    - d. Procedure books/officer rollover. Board has one more month to complete procedure books. Consider inviting executive committee to join current Board in May to observe and receive procedure books. Make sure to print digital files for notebook to make sure new board has the info they need.
    - e. Sports banquet is May 7<sup>th</sup>; Evening of Excellence for middle school is May 14 and 15<sup>th</sup>, time TBD.
  - C. Treasurer, Suzy Strates
    - a. Account status/ Get signers on bank statement: \$15,032.65 is current account balance. SS will do an audit of the past year's accounts over the summer. Audit must be submitted to State PTA. Taxes are due November.
    - b. Donations made in December may not register until January.
  - D. VP of Fundraising, Becky Junod
    - a. Founders wall: artist will be here in the next couple of weeks and will review the plan.
    - b. Donor Appreciation Event: good that donor and volunteer appreciation events are being combined.
    - c. FW suggested that TH follow up with the music teacher to find out the music department's needs. Next year we will have a drama/theatre department full time.
  - E. VP Membership, Ashley Vann
    - a. Committee Update: AV is ready for online directory to go live. Keep information limited.
    - b. AV will not be handling membership next year; AV is impressed by SS and her dedication and commitment.
  - F. VP Cultural Arts, Lawanda Thompson
    - a. Committee Update: trying to get a dragon dancer for May, which is Asian History month; May is also Jewish American History month. Considering a field trip to the Holocaust Center. BJ suggested a program called Upstanders. LT will talk to Michelle Johnson, guidance counselor, re programming for Jewish American History Month. LT put together baskets of food for groups who participated with cultural events. Will coordinate event with testing in May. LT has been helping with breakfast with Argentinian teachers April 5<sup>th</sup> after drop off.
    - b. LT has completed her resource book. New member can call LT.
  - G. Student Initiatives Coordinator, Maddie Heinen
    - a. Committee Update/Screenagers: MH is helping with Screenagers showing at the Winter Park Health Foundation Monday, May 13<sup>th</sup>, 6-8.
      - i. FW asked for ideas or panel members to discuss issues presented by movie and host a Q&A. AV suggested someone from the Holocaust Center to discuss bullying
      - ii. Not limiting screening to school community, post on social network. Limited to 200 people.

- H. VP Events, Kristen Reynolds
    - a. Middle School Dance: Tiffany Tull is heading this event, 6-8 or 6:30 to 8:30 are suggested time ranges. Suggested School Pay account for the Dance. We need snacks and food for dance.
    - b. Science Night - April 25: we will have a lot of day and evening activities. KR suggested signs around school to promote the event. She ordered an extra-large lab coat for the Falcon. Three food options and 1803 is selling pizza by the slice. 6-8 pm, need volunteers for 15 stations.
  - I. Parent Liaison Chairperson, Terri Guitton
    - a. Committee Update: Will communicate with room rep's and teachers re: available funds for end of year parties and to shop for end of year party supplies. 6<sup>th</sup> and 7<sup>th</sup> grade teaching teams are deciding how they want to use their funds.
  - J. VP Outreach, Rebecca DeVane
    - a. PIE Committee Update: RD completed her procedure book. Will wrap up with Amber and Danielle.
    - b. Audubon Serves Committee Update
      - a. Discussion re making left over lunches into take home dinners.
      - b. RD hopes to keep donation closet, room 131. FW said there is a risk of losing this room, but the use will be relocated.
  - K. VP Communications, Laura Arja
    - a. Newsletter - dates, upcoming events, event recap: newsletter will go out sometime next week. AV will send verbiage for online directory. She has Day at the Arts, Screenagers, Science Night, other school events.
    - b. A couple of Gifts from the Heart are coming up this month. FW suggested a collage showing the fruits from GFTH. FW will ask Joy if she will put something together.
    - c. Discussion about how to gather pictures throughout the year.
  - L. Secretary, Mickey Barkett: no report
  - M. Brooke Castino, Parliamentarian: no report as parliamentarian. As incoming president, BC requested that current board members let her know where they want to be involved next year.
- IV. New Business
- a. Committee will have a Standing Rules review.
  - b. Kristy Clark is putting down deposit for bounce house for 8<sup>th</sup> grade party.
- V. Meeting Adjourned at 11:45