



## **PTSA Executive Board Meeting Minutes – September 3, 2020**

**Held via Zoom call**

**In attendance – Trevor Honohan, Terri Guitton, Kristin Morgan, Wendy Coomes, Priti Shah, Brittany Johnson, Abigail Roofner, Tracy Foust, Meri Gaston, Kristen Reynolds, Molly Peaden, Francee Williams, Will Dukes**

**I. Call to order by Terri Guitton at 9:26 am September 3, 2020**

**II. Approval of meeting minutes – Kristin Morgan motioned to approve 7/22/2020 and 8/6/2020 Executive Board meeting minutes, motion seconded and passed**

**III. Officer Reports**

### **A. School report, Trevor Honohan**

- **Arrival and departure procedures have been working very well**
- **Today (9/3/2020) the official student count was taken and came in at 1,009 while the school was budgeted at a projected student count of 1,054**
- **Due to current policy, students going to clinic must go home for 10 days or may return after testing negative for COVID**
- **More students have been deciding to return to campus for face to face instruction rather than Launched**

### **B. President, Terri Guitton**

- a. Staff Polo shirts - PTSA originally agreed to cover \$500 of the total cost; Trevor has asked if PTSA can cover total cost of \$1,575. Brittany Johnson motioned to approve, motion seconded and passed**
- b. Membership drive/fundraiser - Terri presented idea of yard 'flocking' with falcon yard signs. Have received quotes for 50 signs from Fast Signs (\$723) and Carpe Diem Sales & Marketing (\$575). Falcons can be printed in 3-5 days. Will have hash tags and photos so can be advertised on social media. Could possibly do every year as an ongoing fundraiser. Francee Williams motioned to change the wording in the budget listing specific income and expense line items such as "Falcon Fling" and "Falcon 5k Run" to more general "fundraising" wording, motion seconded and passed.**
- c. Safe Routes/Walk & Roll requesting PTSA collaboration - PTSA agrees to**

collaborate and help promote the initiatives but will not be involved with rewards

- d. 1<sup>st</sup> General meeting September 10, 6:30 via Zoom, registration email going out today - Meeting information will be included in the News from the Nest, September Newsletter and social media

#### **C. Treasurer, Wendy Coomes**

- a. Reimbursement policy - Reimbursement forms to be submitted to Terri via email or PTSA box in the school office with a receipt or invoice. Terri will write and sign check.
- b. Gift Card Policy – PTSA can give out gift cards under specific guidelines; can give each individual only 2 per year with a maximum value of \$25; information must be tracked. Donated gift cards must be documented if the PTSA is purchasing something with the donated gift cards.
- c. Budget update/approval – will send out approved budget next week
- d. Received \$375 for school supply drive through MemberHub
- e. Bank update – July statements signed by Brittany and Meri; August statement not available at the time of this meeting. September should be the last month with two banks. Total income fiscal year = \$1,055, Total expenses = \$581.41, Net income fiscal year = \$473.59, Current balance Iberia = \$15,454.11, Current balance One Florida = \$30,949.65, Total balance = \$46, 403.76

#### **D. VP of Communications, Kristin Morgan**

- a. Items for September Newsletter - Email Kristin with items you would like included
- b. Flagpole question for updated website photo - Trevor stated new flags were put up today (9/3/2020)

#### **E. VP of Fundraising, Brittany Johnson**

- a. Fundraising ideas – Trevor stated idea of outdoors fundraiser has been tabled until January but might still be a possibility
- b. Falcon 5k - waiting to hear back from Felix re: Falcon 5k; Still brainstorming alternative ideas – still the possibility of a virtual run, might be able to use APS track and adjust distance/use staggered start times

#### **F. VP of Events, Priti Shaw**

- a. Hispanic heritage month update – brainstorming re: putting together a segment on Falcon News, related books on display in library, social media. Reaching out to Senora Goode re: ideas for how to reach students on LaunchED; Senora Goode planning school and class projects  
Terri suggested perhaps a spirit night (perhaps through Black Bean Deli) – Molly will reach out  
Priti reaching out to school cafeteria re: possible Hispanic food options

**G. VP of Membership, Tracy Foust**

- a. Membership drive update – currently at 110 members; Terri suggested communicating that there will be an incentive for signing up at the general meeting**

**H. Parent Liaison Coordinator, Francee Williams**

- a. Room Rep and Grade Rep update – emails have been sent to teachers, teachers reaching out to families and have been asked to submit their top two. Hoping to have all room reps selected by mid-September and training will begin at that time. Teacher's favorites forms are being collected.**

**I. Falcon Fund President, Kristen Reynolds**

**a. Recap of 2<sup>nd</sup> Falcon Fund meeting**

- **Mr. Angel created Fund logo to be included on Instagram and FB accounts; info graphic in rough draft form**
- **Fundraising goal for this year is \$200,000; looking to raise funds via general ask and will also be pushing on social media; Working on marketing plan and updating Foundation website; hoping to have low key event in the spring**
- **Hoping to implement learning labs modeled after what Rollins is doing; Fund visiting Rollins next week; shared photo of proposed learning lab example**
- **Mrs. Roberts is looking into several grants that will help with cost of renovating the courtyard and creating more outdoor learning space**
- **Kristen requested time to speak re: Fund at the upcoming general meeting**

**IV. Closing – Terri read the media policy from the current standing rules to reiterate rules and their importance. Terri asked Meri to report on success of school supply drive at the upcoming general meeting.**

**Meeting Adjourned by Terri Guitton at 10:47 am on September 3, 2020**