

PTSA Executive Board Meeting Minutes – 4/22/2020

- I. Call to Order at 9:04 by BC
- II. Approval of Minutes: motion by KM, second by TF, approved unanimously.
- III. Officer Reports
 - a. Trevor Honohan, School Report: We are in the middle of week 4 of distance learning. Parents are learning to work with distance learning and teachers have adjusted the workload. The regular school year was almost complete when school abruptly ended and moved to distance learning. The subjects that are being taught now can be taught online. Some students have received laptops for school. APS worked a deal with the community center so that students can walk and pick up their lunches for the week and weekend. APS is offering weekly drive by lunches for the teachers. The budget is being reviewed for next year and there might be small cuts. APS will be creating fun yard signs for school spirit. Board members are willing to help distribute signs
 - b. Becky Junod, Falcon Fund Report
 - i. Collaboration Space/Calming Room Update: 75 signs. The Falcon Fund account is about \$69,000. This is after funds were deducted for the payments for the “calming room.”
 - ii. Collaboration: BJ received quotes for the collaboration room but many of BJ’s sources are not working during COVID 19. Molly has purchased a lot of items for the calming space. She requested a time to get into the school to set up the room.
 - iii. BJ asked about best way to get money to school for the spirit signs which cost \$1,125. There is money in the budget since there are events which are not going to happen now with COVID stay at home orders and no school. We have a small amount left from staff appreciation (about \$100) that can be repurposed for the signs. WC mentioned that there was \$5,000 in community enrichment. FW moved that we use money from the Falcon Fund instead of the PTSA budget because the FF only requires an executive vote, not the full PTSA vote. The full PTSA vote will be difficult to obtain under the circumstance. Motion was seconded, and passed unanimously.
 - c. President, Brooke Castino: Electronic meetings are acceptable for now, but must keep meeting minutes.
 - i. Next board meeting - Wednesday, May 13th at 9am
 - ii. General PTSA Meeting - Monday, May 18th at 7pm
 - iii. Board Interest form is live and due May 15th:
<https://www.audubonparkschoolptsa.org/copy-of-get-involved-1>
 - iv. Nom Committee/Slate Update: Interest forms are still available for anyone interested in a position. Given the circumstances, a lot of positions are being rolled over until the next year. BC read the governing PTA’s guidelines for an online general meeting. Elections

must be conducted during virtual meetings. PTA community must be notified 10 days in advance and members must register to attend. A quorum must be established. Minutes must be recorded. Zoom will probably be used. BC suggested purchasing a Zoom account for the PTSA. The basic account allows for 100 people so WD suggested getting a 500 person account. Our membership is about 380. Zoom has an add on for webinars which may be more functional with this type of meeting.

1. Two possibilities for voting: one is to take a poll which creates a list; the other is a "raise hand" function on the web page. BC mentioned that the governing PTA did a sample vote and it worked OK. Discussion re best method to take votes and allow for participation.
 2. Nom committee created the slate. They will provide pics and a bio.
- v. Online General PTSA Meeting: Governing PTA allows online meetings during the COVID crisis. The general meeting will vote on the PTSA meeting members. The board agreed that we need to keep moving forward. Meeting will occur at 7 pm on May 18, 2020 via Zoom meeting.
 - vi. Procedure Books/Digital Files: get procedure books in place and gather digital files.
 - vii. Spirit Shirt delivery: APS had about 70 shirts ordered and Brittany Carter is delivering shirts.
 - viii. Next Executive meeting on 5/13/2020.

d. Treasurer, Wendy Coomes

- i. Current Balance: \$ total income=\$106,475.52
- ii. total expenses=\$60,723.28
- iii. net income=\$45,752.24
- iv. Many of the events are not happening so there will be funds left in many of the line items. Funds can be rolled over into the new budget. A new budget will have to be approved by the new membership.
- v. June 30 is the end of the budget year and governing PTA will audit accounts after that. Documents can be scanned and distributed or physical copies can be circulated. All checks that need to be issued should be issued by June 23rd.

e. VP Events, Kristin Morgan

- i. Falcon Fling – Fall 2020. KM reached out to several different venues. KM is finding that some venues are already booked. October 3rd is the goal date. The theme for next year is "Ascend." The Science Center has other dates available and has offered a good rate of \$2,000 for other dates. Also contacted the Solene which has a second floor and they are \$20,000 including the whole bar tab which would be covered by the attendees who pay their own bar tab. Solene has the whole package including DJ, bar, etc. KM is having trouble getting call backs from other venues probably because of furloughs. She has contacted Leu Gardens, the executive airport, etc.

f. VP of Communication, Brittany Johnson

- i. April Newsletter: requested that any newsletter additions be submitted soon so she can incorporate them into the newsletter. Bios and pictures will be included with the next

newsletter Members will have the option to run from the floor by either submitting info in advance or be nominated at the meeting.

ii. Interest form live - Round 2

g. Parent Liaison, Terri Guitton

i. 5th and 8th grade gifts:

1. 5th Grade: All materials were already ordered for the Glo Theme party so instead those items will be put into a themed cup and distributed to 5th graders. A 5th grade parent is donating these items. Mrs. Batterson said that the teachers would like to be involved and do a drive through parade and maybe have a get together during the summer.
2. 8th Grade: will have a Zoom call in next two weeks to decide what to do for the 8th graders. Suggested getting the kids a Winter Park HS t-shirt and possibly hosting a summer ice cream get together. TG asked how much of the budgeted funds can be used for take-aways instead of a party. BC suggested that some can be used. BC suggested that both grades could have a reunion event.
3. TH said that the yearbook is still moving forward. Group discussed re how to create a personalized memento for the 8th graders. Students can pick up the memento and then return them by a deadline. There are about 100 8th graders.
4. 5th graders did stepping-stones but the sharpie signatures are faded. TG suggested doing one steppingstone commemorating the year with paint and sealer, but not with names.
5. Group discussed murals for graduating students.

IV. Meeting Adjourned by BC at 10:16.

*Next Board Meeting Wednesday, May 13, 2020 @ 9am