



**PTSA Executive Board  
Meeting Minutes  
10/2/2019**

- I. Call to Order by BC 9:06
- II. Approval of Minutes: motion by MB, seconded by DS, approved unanimously.
- III. Officer Reports
  - a. Trevor Honohan, School Report: absent
  - b. Becky Junod, Falcon Fund Update:
  - c. President, Brooke Castino
    - i. Spirit Shirts: 440 shirt orders are in, shirts will be in 2-3 weeks
    - ii. Interest Forms update: We have a handful of interest forms but would like more. We have quite a few from membership forms. BC will add interest forms to the master spreadsheet maintained by TF.
    - iii. Wednesday the 16<sup>th</sup> is a long day; school will be held on the 17<sup>th</sup>, school will be off on the 18<sup>th</sup>; school is off November 25<sup>th</sup>
    - iv. Next General meeting: suggested date is Thursday, November 7<sup>th</sup>. Goal is to rotate the days of the week when General meeting is held so that we can rotate days and reach members who have weekly obligations. Executive meeting is the morning before on the 6<sup>th</sup>.
    - v. International Night: January 23<sup>rd</sup> "Falcons around the World." Evening event.
    - vi. Early March is talent show. Need to schedule with the theatre department.
    - vii. Night at the Nest is April 24<sup>th</sup>.
    - viii. Art at Audubon: date is TBD. Participants should contact Kristin Morgan.
    - ix. We do get charged for School Pay. Any transaction under \$14.99 is \$1.00, and \$15.00 to \$50 is \$1.50. Falcon Fling is collected through HandBid, and the Falcon 5K is through the run website.
  - d. Treasurer, Wendy Coomes
    - i. Current balance: \$16,987.66 as of 9/30/2019.
    - ii. September statement is not out yet.
  - e. Secretary, Mickey Barkett: no report

- f. Membership Coordinator, Tracy Foust
  - i. 357 members including regular members, teachers and spouses.
  - ii. Membership spreadsheet is maintained on a Google Doc so everyone can see updates in real time.
  - iii. Next General Meeting on November 7<sup>th</sup> will have a request for members.
  - iv. TF will follow up with Admin to find out if we can put a PTSA membership form with enrollment forms.
  
- g. VP Fundraising, Kristen Reynolds
  - i. Falcon Fling Update: 137 tickets purchased along with many teachers. We have about 200 items and more are coming in. We have an assortment of items including get aways, food, teacher experiences, . Minimum bids, not including live auction or teacher experiences will be \$11,000. Goal is to get \$35,000 from the event. Puppy will come with shots, etc. Event will include a video and Principal Honahan will speak. Goals include mental health initiatives, covering basketball court, etc. DJ Scotty D is also an auctioneer and will auction the puppy and the vacation home trip in Cashiers, NC. Handbid TV will show who is bidding and what the bids are up to. Bidding will conclude at 9:30ish. Live auction will be at 9:15. Checks go to Orange County. There will also be a wine wall - \$20 per any bottle. Teacher experiences start on Monday and will end at noon on Friday so people can concentrate on other items at the event. Trevor will do an all call re the event.
  - ii. Holiday Shop: December 9 – 13<sup>th</sup>. Holiday Shop does not make a lot of money considering how much work it takes, but it has the added advantage of allowing the kids to be thoughtful and learn to use money wisely. Also, the company does allow us to use their games.
  
- h. VP Events, Kristin Morgan
  - i. Falcon Fling Update: A few people are needed to help with the event. There will be a few auction monitors. A few people are still needed to do the pit crew at the end of the evening. Will go to M Bar the Wednesday before to do a dry run to set up videos, Handbid TV and check the set up. A few checks will be needed at the end of the evening to pay the DJ, etc. The deposit IAO \$4,000 is due now. Total expenses are about \$9,000 including DJ, a portion of the food, etc.
  - ii. WC will check to see if Sunshine State books check cleared.
  - iii. Hispanic Heritage Month Update: flag march parade planned for Friday. A check is needed on Friday IAO \$75. Boards are displayed in the media center. Taco Tuesday in cafeteria and Enchiladas next week. Corina has provided historical info on the news. Working on getting a Paleta (Mexican Ice Cream) bicycle cart to the school on October 17<sup>th</sup>. Paleta truck would like a minimum sale IAO \$235 of sales (100 pops).
  - iv. Room reps can take the initiative to create their own programs on a smaller scale. Heritage Months can be sent to room reps in advance. WD suggested that we make sure to include all Spanish group foods, not just Mexican.

- v. Heritage Months will be determined on a case by case basis depending on what resources are available.
  - vi. Question raised about status of Instagram account. Separate meeting will be held to get Instagram on line.
- i. PIE Coordinator, Will Dukes
- i. Teach In Update: date is November 20<sup>th</sup>. Volunteers are planned for teach in. Teach in will be speakers on a larger scale, with afternoons dedicated to parents or community members. All students will see at least one speaker in the morning. Some speakers include a race car driver and rocket scientist.
  - ii. Networking Event at Bikes & Beans: October 17<sup>th</sup>. Informal informational session and networking with business community. Goal is to incorporate business people in our community into PIE and then teach the school/teachers how to link back to PIE members. Business community can help teachers with specific needs and speakers bureau. Eventually, we expect to have a spreadsheet or other document that lists the PIE members, their services and skills and another one that shows needs.
- j. VP Communications, Brittany Johnson
- i. PTSA Newsletter: Newsletter should be sent out Monday. will include upcoming months, recap of past month, pictures from walk to school day, encourage attendance at Accelerate event.
  - ii. BJ will take some time to update social media accounts.
  - iii. BJ asked if there is a master calendar somewhere. Custodial participation week is this week.
- k. Parent Liaison Coordinator, Terri Guitton: no report
- l. Outreach Coordinator, Maddie Heinen:
- i. Take a picture of school supply closet. We have a lot of school supplies. MH plans to organize the shelves. MH suggested that we leave current supplies until January, and then donate supplies to another disadvantaged schools. DW suggested that Gifts for Teaching or the Orange Center school may have needs or suggested needs. MH will email teachers to let them know that we have abundant supplies.
  - ii. We still have clothes left over from last year's jacket drive. Heavy jackets were donated. MH removed clothes that can be used for band.
  - iii. Family who was in need moved to Nebraska. MH will contact donors to notify them that donations can be left with school or taken back.
  - iv. There were 50+ people interested in Outreach. Many people said that they work and would be interested in helping after work.
- m. Parliamentarian, Drew Sorrell: No report.

- n. Past-President, Francee Williams: suggested that communication be monitored so that the emails are directed and not sent by so many sources (sometimes from PTSA, principal, teacher, room rep and grade rep). Will discuss arts at Audubon in a side meeting.

IV. New Business:

- a. WD proposed that important documents such as the budget should be provided online a number of days before general meetings. WD tabled the motion for our next meeting.
- b. TG said that a few people have asked why there is one person in charge of Falcon Fund. It was suggested that BC and FW let Principal Honohan and Becky Junod know that there are concerns so that any concerns can be alleviated. The vision between PTSA and Falcon Fund is one unified vision for the benefit of the school and children.

Meeting adjourned by BC at 11:15 a.m.