



PTSA Executive Board Meeting Minutes 09/06/18

- I. Call to Order by FW at 9:10
 - a. 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
Vice President of Fundraising: Becky Junod
Vice President of Parent Liaison Chairperson: Terri Guitton
Recording Secretary: Mickey Barkett
Treasurer: Suzy Strates
Corresponding Secretary: Maddie Heinen
Observer: Dene, parent
- II. Approval of Minutes: motion by FW, seconded, motion passes
- III. Past Business
 - A. General Meeting follow up/reflections
 - a. More babysitters for next meeting
 - b. Streamline check in process, wristbands not necessary
 - c. October meeting is tentatively set for 10/9/18
 - d. Dawn Feezer, school nurse: snacks and birthday treats need to be approved by the cafeteria staff; she proposed that parents can order birthday treats through the cafeteria, Dawn will find out lead time for parents who want to order; because of food allergies, we need to ensure that birthday treats are allergy free. She proposed a list of things that parents can bring.
 - B. Continued Calendar of Events Discussion
(Events, Outreach, Cultural Arts, Fundraising)
Once community fundraiser event, November 2nd. Combined with Gifts with the Heart.
Reflections: open house date until November 3rd
Jacket Drive and Food Drive: dates TBD
Spirit Night: will set date in Rebecca's report
- IV. Officer Reports
 - A. President, Francee Williams
 - a. Committee sign ups from Gen Mtg distributed by FW. Make sure to follow up with volunteers. Appoint committee chairpersons for each event. Give directives to committee people re reimbursement, forms, etc. FW will send a packet with the info, each Board member needs to distribute the packets to their committee people. FW proposes adding people's role within the PTSA committees to the directory.
 - b. FW suggested that committee meetings occur at 9:15 or 9:30 so we do not interrupt Holly Barnett during tardy time. Extension is 305. Also, please email Holly to let her know of committee meetings so she can be prepared with back up.
 - c. We can still use copiers, but they are now on a code: 23948, then press enter. There are two copy rooms - one behind nurse's office and one upstairs in teacher mail room.
 - d. PTSA closet is 01110M, key will be in the PTA mailbox
 - e. SchoolPay: paperwork is in, we come under OCPs umbrella, but funds are separated. This is lieu of PayPal which will save us some fees
 - f. Insurance: effective today.
 - B. Treasurer, Suzy Strates
 - a. QuickBooks offers only one version for Mac computer, but that version did not provide the reports we need. Tech Soup was suggested, or possibly buy a dedicated accounting computer.
 - b. Currently in the account we have approximately \$9,993.52.

- c. Need membership numbers after May so that SS can pay National PTA. Fees per person are \$3.50
 - d. Bring receipts for reimbursements & include reimbursement form.
 - e. FW: make sure to report spending so that we stay within budget.
 - f. We have a grant from Healthy Kids Foundation for \$650.
- C. VP of Fundraising, Becky Junod
- a. Falcon Fling & Fundraising Campaign; September 13, 2018 at 4 Rebels. Buy tickets. Make sure it gets on the District calendar.
Include a table in front of school to sell tickets. Communications to community should make it clear that donations are accepted. Each Board member should contact ten people to get the word out about the fundraiser. Incentives include a member wall, advertisement, etc.
Make sure room parents are at the Falcon Fling
- D. VP Communications, Laura Arja. Discussed how to get out communications. Send out a draft of the communication, LA will conform the branding for consistency and then LA will send it out. PTSA member newsletter communications will be sent out the 2nd Tuesday of the month. See chart attached hereto for a list of the various communications that are sent by the school/PTSA, when and contact for each communication.
- a. Communications timeline/process/expectations for marketing needs
 - b. Website -content/online processing update: Everyone look at the website and offer suggestions <https://www.audubonparkschoolptsa.org/>
 - c. Newsletter - dates, upcoming events, event recap: goal is 2nd Tuesday of the month
 - d. Facebook -Now, we are an open group, consider becoming a private group. Coordinate with the registrar. Trevor asked that the Fund FB page be open.
 - e. LA will explore keeping the PTSA FB page open but including additional security with an open page.
- E. Parent Liaison Chairperson, Terri Guitton
- a. All teachers have room parents and assistants. Room parents are working on email distribution lists.
 - b. FW said that there is an interest form put out in the spring to find out interest for the Board. PTSA puts out the interest form in order to determine interest for the Board. FW suggested that we tweak the spring form to make sure that the spring form makes it clear that room parents are selected in the fall, not the spring. FW spoke with a parent who suggested that a parent who was not selected in the past could be given priority in the future.
 - c. Grade reps are coordinating parent sign ups to provide snacks for staff meetings. 8th grade is providing desert and drinks for Open House to supplement the meal we've ordered from BemBom.
- F. VP Outreach, Rebecca DeVane
- A. PIE Spirit Nights & Campaign: Ben & Jerry's (in Winter Park) is spirit night host. B&J wants to be on website as partner. B&J will allow collections for can foods, jackets, etc. at their store. They will do teacher appreciation in school. They are making bookmarks with their logo and ours and incentives for reading (5 books), coupons and certificates for honor roll.
 - B. RD has a meeting tomorrow regarding these efforts.
 - C. Per Amber, there are 29% children on free and reduced lunch, but it is based on last year's number. 230 children. This number could also include military families, so it may not be reflective of need. Amber is best contact for determining what children have needs.
 - D. RD needs a place to store donated supplies, Love Pantry, etc. supplies.
 - E. Amber said we are expected to follow through with Love Pantry, although we are not sure of need. If we do not have a need, then we can skip the delivery.
 - F. Lisa Schreiber from Full Circle would like to put us on her list of donees.
 - G. Table the discussion re providing snacks until next month.
 - H. APS Serves (Supply Drive, Love Pantry, Jacket Drive, Food Drive, Feeding Children Everywhere Event)
 - I. RD will explore with her committee having the middle schoolers or the PTSA children
 - J. Suggested a motto - "Audubon Serves: Locally, Nationally, Globally."
 - K. Suggested dates include November 5th -15, after Thanksgiving, or January.
 - L. How do we identify the underserved? Winter Park community center could be a good option. Also, Fern Creek Community Center.
 - M. Feeding Children Everywhere: do we have any partners to help with the \$10,000 fee? This could be a part of serving globally. All children can participate.
 - N. October 17th or 18th tentatively is the Spirit Night at B&J.
 - O. What date for Teach In? Nov 14 Work with committee on a details for this.

- G. VP Cultural Arts, Lawanda Thompson
 - a. Reflections "Heroes Around Me" kickoff is soon: it is a contest, child can do dancing, poetry, art, etc. If they win they can go to Nationals. Information will be circulated.
 - b. Spanish Heritage is the same as Open House, so Spanish Heritage will be celebrated the next week.
 - c. Use committee members as volunteers for decorating, etc. first, then if there are more needs then go to the school community. Consider using Susan, the art teacher, to help plan decorations.
 - d. Try not to use Allison Hannon if possible since she has so many responsibilities.
 - e. Communicate with FW re plans so plans are being coordinated with the rest of PTSA activities and communications are consistent

- H. VP Events, Kristen Reynolds
 - a. 4 Rebels night next Thursday is priority.
 - b. November 2nd is a go for community night. Gifts from the Heart should be coupled with community night. Incentives can include parking spaces, etc.
 - c. Admission can be - two cans, or a jacket, etc. to benefit Serves.
 - d. Student survey results from Gen mtg - Children love field days, water days and Boosterthon.
 - e. KR will set a committee meeting. FW suggested getting a liaison with athletics so that we can help sell tickets and raise money. KR said that a committee member can be the liaison.

- I. VP Membership, Ashley Vann
 - a. Thank you to these donors: Jennifer and Michael Cerasa, Veronica Bleakley.
 - b. Currently we have about 251 members (231 families)
 - c. SS will work with AV to complete forms
 - d. Will have a membership table for Open House, location TBD
 - e. We need a welcome committee. AV will send out an email re welcome committee.
 - f. Founder's Day party?

- J. Recording Secretary, Mickey Barkett

- K. Student Initiatives Coordinator, Maddie Heinen
 - a. Working with Trevor to have an initial meeting with kids next week to gauge interest and get teacher input. Will choose 2-3 students per grade. Many kids already have obligations during 1st period so her pool may be small. What things can the kids take charge of? Box tops, Crayola Marker Recycling Program, school recycling program, garden caretaking, beautification, small contained service projects, how to plug into what is already happening with PTSA, how to create a role at events for children, kids' ideas for general board meeting

- V. New Business - Did not get to this
 - A. Bike safety/traffic request
 - B. Teach In Nov 14
 - C. Beautification Committee

- VI. Meeting Adjourned