



**PTSA Executive Board
August Meeting Minutes
08/02/18**

- I. Call to Order by FW at 9:40
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
Recording Secretary: Mickey Barkett
Treasurer: Suzy Strates
Corresponding Secretary: Maddie Heinen
Not present: Parent Liaison Chairperson: Terri Guitton
- II. Approval of Minutes; Motion to approve minutes by FW, seconded, passes unanimously
- III. Past Business
 - A. Continued Calendar of Events Discussion (Events, Outreach, Cultural Arts, Fundraising)
 - Outreach calendar events:
 - a. Piggy back onto sporting events; carnival; middle school dance; technology seminar; Outreach: fall and spring school wide initiative along the lines of change maker theme. PTA offer a hands-on service opportunity event. Rise against hunger, Feeding Children Everywhere
 - b. Feeding Children Everywhere: We can assemble meals. Need sponsors to cover cost of \$9,000.
 - c. Cleaning the world: must be 9 years old, 4th grade or higher. Downtown warehouse
 - d. Suggested timeframe to hold outreach event is spring
 - e. Coordinate with teacher's projects
 - f. Spirit night, how often to hold?
 - g. Clothing drives do not burden the calendar, per se, because it does not require school or after school time
 - h. Connect with another school as partner, suggested schools include Ace or Killarney
 - B. Cultural Arts
 - a. Traditional Multicultural event, FW to choose night in spring, one night. Maybe October. Events involving children would be during the day. Multicultural event could include games, dances, scavenger hunts
 - b. Heroes Around Me competition
 - c. Suggested Winter Park Playhouse
 - d. Children from Buenos Aires will be here in December
 - e. Heritage Months - how to celebrate
 - f. Community Circle -Highlights birthdays, etc.
 - g. Art Nights - suggested to do it in Spring, possibly April
 - h. Discussed how to ensure families without cars can make it to events
 - C. PTA to meet with the staff - Friday the 10th at 9:30 am, location TBD
 - D. November 2nd at 6:30 host a family-based event, location TBD, but probably at school. Gifts from the Heart could be done at this event
- IV. Officer Reports
 - E. President, Francee Williams
 - a. Procedural Reminders
 - b. Approve Standing Rules: motion to approve standing rules made by BJ, seconded by KR; motion passes unanimously.
 - c. Get Involved Flyer, work in progress
 - d. Update on Student Initiative Coordinator role: Trevor approved an adult on the board coordinating with students. Give students selected choices in initiatives. FW moved to appoint Maddie Heinen as Student Initiative Coordinator; LA seconds; motion passes unanimously.

- F. Treasurer, Suzy Strates
 - a. Bank acct. update & balance: September 14th event is a team event with the Foundation. The Foundation and PTSA work together.
 - b. Budget Committee Update
 - i. Vote to approve budget: Reviewed proposed budget including revenue. BJ moved to approve the budget as discussed, seconded by MB; unanimously approved.
 - c. Card processing update/decision: Paypal approved because it links with the website, may coordinate with Venmo when businesses are able to use, and fees are reasonable
- G. VP Membership, Ashley Vann
 - a. Campaign Update
 - b. Forms Update: discussed amendments to form to make it simpler
 - i. PTSA Directory
- H. VP of Fundraising, Becky Junod
 - a. Update/Next Steps
- I. VP Communications, Laura Arja
 - a. Website for donations and membership
 - b. Newsletter/Upcoming event flyers
- J. Parent Liaison Chairperson, Terri Guitton
 - a. Forms Update
 - i. Room parent interest form
 - ii. Teacher favorite things form
 - b. Next Steps
- K. VP Outreach, Rebecca DeVane
 - a. Update/Next Steps
 - b. Snack bags, how to handle?
 - c. Completed flyer for school supply drive
- L. VP Cultural Arts, Lawanda Thompson
 - a. Update/Next Steps
- M. VP Events, Kristen Reynolds
 - a. Update/Next Steps
- N. Recording Secretary, Mickey Barkett
- O. Corresponding Secretary, Maddie Heinen
 - a. Stationary
 - b. PTSA files for office
- V. New Business
- VI. Meeting Adjourned: 1:07 pm