



- I. Call to Order by Francee Williams
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
Parent Liaison Chairperson: Terri Guitton
Corresponding Secretary: Maddie Heinen

- II. Approval of Minutes: FW moved to approve minutes from last meeting; motion passes unanimously.

- III. Past Business
 - A. Intro of Officers not in attendance in June
 - B. Planning proposals/Job descriptions
 - a. Parliamentarian, Brooke Castino
 - b. VP Fundraising, Becky Junod
 - a. PTSA and the Fund will combine fundraising efforts and have one message
 - b. Reviewed current state of fundraising efforts, it is very early
 - c. Set fundraising objectives so that fundraising has an identified purpose
 - d. Parents' soiree: identify date and budget
 - e. Put together a piece showing what PTSA needs are
 - c. Corresponding Secretary, Maddie Heinen
 - C. Bank Selection - Treasurer, Suzy Strates
 - a. Checked with Iberia and Seaside. Iberia's fees are cheaper and they offer a couple of extra convenience services; Motion by SS to approve Iberia bank; second by MB; motion passes unanimously.
 - D. Schedule Standing Rules Committee meeting – President, Francee Williams
 - a. FW Move to add Brooke Castino to standing rules committee, LA seconded; motion passes. Meeting to occur on August 1st at 3 pm

- IV. Officer Reports (if any)
 - A. President, Francee Williams
 - a. Insurance: two recommended companies per the OCCPTA. Cheapest co. is RV Nuccio & Associates. Aim was more expensive but both provide almost same coverage. AIM provides \$5,000 for medical/accident. AIM total = \$315 (Incl. \$5,000 a/m); RV Nuccio = \$277 (incl. \$10,000 a/m). FW moved to approve RV

Nuccio for all insurances, excluding property because we don't have any; second by Brooke Castino; motion passes unanimously.

- b. PTSA Org Chart: discussion re how to incorporate kids into PTSA process; kids to vote on activities, etc.; use Google survey. FW suggested we consider adding Maddie Heinen as student liaison and move corresponding secretary to general secretary job.
- c. Interest Forms Update/Reminders make sure to incorporate people interested in a PTA role. If a committee is not able to use that person, then give the interest form back to FW so she can make sure that person is incorporated.
- d. Create proposed calendar; 3 set general board meetings (August, Feb and May) and one tentative based upon need (October). Discussed how to encourage attendance.

Goal: To be approved/revised with Principal before Aug 2 meeting

August 1st at 3 pm is standing rules committee meeting

Proposed date for general meetings are as follows: August 22nd at 6:15; October 9, 6:15 (tentative) February 7th 6:15; May 9, 6:15 pm.

Proposed Soiree date is: Thursday September 14th

Open House: September 5 hopefully

Room parents should be selected before the open house date so they can be introduced.

Room Parent meetings: Should we combine grade levels for consistent messaging?

September 28th = deadline for membership drive, but PTA accepts membership all year.

Thursday August 16th membership drive at Kelly's Ice Cream after school.

Budget committee meeting August 1 at 10-12

August 2nd 9:30 – 12:30

B. Treasurer, Suzy Strates

- a. Income update (Membership dues & BPE). We currently have about \$8,500 to deposit when bank account is opened.
- b. Budget Committee Update
 - i. Must propose budget to board on Aug 2 & General mtg in August
 - ii. Budget committee meeting August 1 at 10-12, location at school if it is open
- c. Set date for signers to open account: coordinate via email, Francee, Mickey, Suzy and Becky are signers
- d. PTSA Safe
- e. Reviewed forms for handling money
- f. Card processing: Paypal is more expensive than Square.

C. VP Membership, Ashley Vann

- a. Forms Update
- b. Campaign Update: First Thursday at Kelly's, Meet the Teacher, Open House.
- c. Emails: one for teachers and one for parents re why they should be on PTA
- d. Suggested that teachers and parents pay the same price of \$10 for this year to build up fundraising
- e. Find a Spanish speaker to help translate docs
- f. \$250 budget for drive

- g. Looking for volunteers for membership table
- D. VP Communications, Laura Arja
 - a. Process for all PTSA marketing/communications
 - b. Website for donations and membership
 - c. Newsletter – timing & target of first few
 - d. Created the materials for all meet ups; playing with logo options; we should have our own PTA logo; showed sample logos, will show revised proposed drafts at next meeting; showed proposed newsletter; send out first newsletter after the August board meeting between August 5th and 7th; every communication should first go through Laura before being sent out; waiting on website designer to help with setting up website; also waiting on PayPal/Venmo account to link it to the website; add Kelly's ice cream social to the newsletter.
- E. VP Events, Kristen Reynolds
 - a. Aug 2 Tours/Pep Rally Update; mascot ordered; looking for volunteers for pep rally. Need to decide the calendar and be ready to propose dates at next board meeting.
 - b. Next Steps
- F. Parent Liaison Chairperson, Terri Guitton
 - a. Room parent recruitment plan/forms: Room parents should be selected before the open house date so they can be introduced. Terri has created an interest form for room parents. Room Parent meetings: 2 per year? Also, grade rep meetings.
We need two room parents per class; teachers should weigh in on the room parents
 - b. Teacher Favorites Form/Notebook
 - c. Needs the PTSA graphic so she can make interest forms
- G. VP Outreach, Rebecca DeVane
 - a. Update/Next Steps
 - b. Amber Thomas – wants to organize a school supply drive with the Emmanuel Episcopal; add the school supply drive to the flyer; Dates are Pep Rally through first week of school.
- H. VP Cultural Arts, Lawanda Thompson
 - a. Update/Next Steps; visited every museum in the area; suggested having two field trips per grade level; theatre and one other field trip; PTSA adds on to the field trip – post or pre- show workshop. Allows children to do a deeper dive into the program; Winter Park Playhouse will come to the school with a history program; created a form for vendors within this category.
- I. VP Fundraising, Becky Junod: matters covered mostly during introduction, above.
- J. Recording Secretary, Mickey Barkett: no news to report
- K. Corresponding Secretary, Maddie Heinen
 - a. Stationary
- V. New Business: covered during officer reviews, set forth above
- VI. Meeting Adjourned 5:30