



PTSA Executive Board
Meeting Minutes
12/06/18

- I. Call to Order by FW 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, *not present*
 - Vice President of Cultural Arts: Lawanda Thompson
 - Vice President of Membership: Ashley Vann
 - Vice President of Fundraising: Becky Junod
 - Parent Liaison Chairperson: Terri Guitton
 - Recording Secretary: Mickey Barkett
 - Treasurer: Suzy Strates, *not present*
 - Student Initiatives Coordinator: Maddie Heinen
 - Parliamentarian: Brook Castino
 - Staff representative: Amber Thomas

- II. Officer Reports
 - A. President, Francee Williams
 - a. Follow up to General meeting: suggestions received include:
 - i. Suggestion box, coffee chat (monthly or quarterly). AV suggested defining our communications and branding that for delivery to the school. Suggestion box might become a way to just complain. The PTSA email account is one way to communicate comments as well. LA suggested that group phone texts might be a way to connect. Group Me is the website which would help group texts. LA will follow up. TG would be in favor of texting system so that we don't have to rely upon room representatives; LA will follow up on texting app group meet
 - ii. Give more recognition for good grades, etc.
 - b. General meeting on January 10, 6:15 pm. Keep at an hour. Suggested venues include East End market, the Heritage Center or the Winter Park Community Center. The cost of the valet at East End Market (\$100) will be offset by the savings on babysitters.
 - c. Event reminders - Falcon 5K, General meeting, staff appreciation.
 - d. Staff Surprise: FW suggested that a media center room become the staff lounge so the staff is not cramped. Microwave, coffee maker. Budget not to exceed \$1,000. MB moved to approve budget to improve staff break room, seconded by MH, approved unanimously.
 - e. GFTH Recap: raised \$18,000, netted \$17,800. FW will talk with chair person, Joy, about improving process. Next time, maybe shorten the bidding process. Although the longer bidding week helped in generating hype. Consider donating event participation (like ice cream social) to students who cannot participate in bidding.

- B. Treasurer, Suzy Strates, *not present, brief presented by FW*
 - a. Account status/ Get signers on bank statement; current balance is \$3,017.75; have not received hand bid check. Once received, we will have \$20,801.
 - b. Falcon Fund is at approximately \$30,000. The Fund will be less after playground shades are paid for.
- C. Secretary, Mickey Barkett
 - a. Thank you notes are being sent.
- D. VP Outreach, Rebecca DeVane, *not present*
 - a. PIE Committee Update
 - b. Audubon Serves Committee Update
- E. Parent Liaison Chairperson, Terri Guitton
 - a. Holiday parties/food policy; lots of markup on the food for holiday party. Discussion re how to inexpensively provide food for the holiday party.
 - b. Middle School Bowl: December 19, 4-6, middle school social at bowling alley, cost is \$5 for two games plus shoes. Snacks to be provided. LA put together a flyer. \$5 can be paid by cash at the door - can we do school Pay? If so, we need to know if a list of who has paid will be provided and what is the cutoff for payment. Will need chaperones for this event.
 - c. School Pay - school has an account and PTSA has an account. Choose not for profit tab to find the place to pay.
 - d. TG will hold a meeting with middle school reps after the holidays to discuss a middle school dance or other event. Movie night, dance, other events were suggested. Should this be a PTSA event or a room rep sponsored event.
- F. Student Initiatives Coordinator, Maddie Heinen
 - a. Committee Update: since we started late in October, the kids already had events cemented during that hour. MH suggested that her role be coordinated with Student Council which meets after school on Thursdays.
- G. VP Communications, Laura Arja
 - a. Newsletter - dates, upcoming events, event recap. We need a phone number for a group texting. MH suggested using a Google Voice number which is free and can be transferred from person to person as board changes.
 - b. Next newsletter going out on January 15th. Get all details and info to LA by January 8th to go out on the 15th.
- H. Brooke Castino, Parliamentarian/Falcon 5k Chair
 - a. Falcon 5k: February 2nd, 7:30 am. Felix was disappointed that the invoice from the City of Orlando for the City's services was so high. City took off about \$1,000 so the new total is \$3,500, not including the off-duty police officers which is another \$1,500. Bloom Lock and Key is thinking about sponsoring the Falcon 5K. Suggested alternative locations include the Winter Park Community Center. Preference is to keep it at the school. Entry fee is \$25, consider not giving a family rate and instead allow people to donate for those who cannot afford to participate. Discussion re how much to charge for the fun run. Red Light Red Light will do packet pick up and possibly a beer afterward. Felix will have swag bag for the race. AV - will the City push the date back? AV suggested

lowering the price to \$15 but entry fee should be high enough to cover the shirt and medals. All in agreement to keep the race at the school. Smile Mile March 2nd. All in agreement for keeping the February 2nd date. Discussed logo options. We want logo to be set before sending to sponsor. AV suggested we get a \$1,000 check as a deposit for the City and pay the balance before the event. Falcon Fund can cut the initial check for the costs to the City. PTSA has allocated \$3,000 for the race. BC suggested \$15 per person and \$10 for the fun run. BC will work on the logo.

b. We need mile marker signs (and sponsors) and flyers for all Corrine vendors.

I. VP of Fundraising, Becky Junod.

- a. Fundraising Campaign Update
- b. Holiday Shop

J. VP Membership, Ashley Vann

- a. Membership totals/Committee Update

K. VP Cultural Arts, Lawanda Thompson

- a. Committee Update: International Night will be done, but date has yet to be set. Should happen in the spring, possibly March. International Night is set for March 12th at 6:15 for International Night. Possibly combine Night at the Nest and International Night. There will be a sign up for what food is provided by what booth.

L. VP Events, Kristen Reynolds

- a. Committee/event update/Staff Appreciation
- b. Night at the Nest

III. Meeting Adjourned