

Joslin PTA Executive Board Meeting Agenda & Minutes

Meeting Date: APRIL 12, 2017

Agenda:

1. Approve previous meeting minutes
2. Treasurer's report
3. Officer's reports
4. Mini-grant tracking
5. Follow up on previous tasks / business:
6. New tasks / business:
7. Tasks to complete before next meeting

Members Present

Summer McKinnon, Jennifer McGaffeny, Tamara Russell, Stephanie Turner, Michelle Degon, Kate Mason-Murphy, Julie Barschow, Amber Caskey, Jennifer Pace

Call to order motioned by: Michelle Degon

Call to order seconded by: Jennifer McGaffney

Motion to approve meeting minutes by: Julie Barschow

Approval of previous minutes seconded by: Jennifer Pace

1. Previous Meeting Minutes

<https://drive.google.com/file/d/0BwxZi3j7Bpo3TzJaNk9KMTViYVE/view?usp=sharing>

2. Treasurer's Report

Current balance: \$6813.61

Credits since last report:

3/31/17	0.25	Dividend	
4/1/17	400.85	deposit	chipotle
4/1/17	60	deposit	t-shirts
4/3/17	1156.09	transfer	transfer from savings for gardening
4/4/17	32.09	square	2 yearbooks (16), 17-18 membership (15)
4/4/17	847.74	Transfer from savings to pay for mulch & soil	

Debits since last report:

4/3/17	-1156.09	check 1134	Tom Donovan - garden build materials
4/4/17	-16	check 1135	reimbursement to Art for yearbook purchase
4/8/17	-280.77	debit card	raffle ticket purchase

Outstanding debits/credits:

4/4/17	847.74	check 1136	Gardenville - mulch & soil for garden beds
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Budget concerns / changes / updates:

Treasurer's comments & other info:

I propose that we review the mini-grant protocol. It was unclear when the funds from mini-grant applications would be paid -- before or after events/purchases (nothing in the application stated one way or the other). Consequently, I have paid some mini-grants as reimbursements and others as advances.

Is the board okay with continuing that practice?

Here are some thoughts on both sides:

Teachers might apply for a mini-grant to cover a future field trip that requires a deposit (but not payment in full right away), as 5th grade's trip this year did. If we do not fund it until the trip has happened (as a reimbursement), teachers would be "on the hook" to pay deposits, etc., with their personal funds, which could be a difficult encumbrance for many.

On the other hand, if we advance funds and the teacher either makes a purchase that isn't in keeping with mini-grant guidelines and/or doesn't use the full \$100 for materials, supplies, etc., then we might be in a situation where we have to ask for a refund from the teacher, etc.

We could add wording along the lines of "failure to adhere to the stipulations in the application could result in the denial of future mini-grant applications." Something like that??? Thoughts?

2016-2017 PTA Budget as of our March 2016 Meeting

Start of Year Balance:					\$3,982.66	
REVENUE	Goal 15-16	Actual 15-16	DIFF	Goal 16-17	Actual 16-17	
Membership Dues:	\$1,000	\$1,148	\$148	\$1,300	\$2,018	One \$15 membership for 17-18 collected April
Fall Fundraiser:	\$2,500	\$2,387.98	(\$112)	\$2,500	\$2,448	
T-Shirt Income:	\$400	\$436	\$36	\$500	\$824	
Donations:	\$200	0	(\$200)	\$1500*	\$400	*Plum Fund or Go Fund Me for T-Shirts

						Chipotle
Spring Fundraiser:	\$2,100	1,054.45	(\$1,045)	\$2,500		
Miscellaneous:	\$0	\$0	0	\$0		
Total Revenue:	\$6,200	\$5,026.43	(\$1,173)	\$8,300		
EXPENSES	Budgeted 15-16	Actual 15-16	DIFF	Budgeted 15-16	Actual 15-16	
TX PTA Fees:	\$550	\$570		\$600	\$338	
ACPTA Council Dues:	\$50	\$50		\$50	\$50	
Operating supplies:	\$30	\$28		\$40		
Bank Charges:	\$0	\$30		\$30		
Insurance:	\$225	\$195		\$200	\$195	
Teacher Appreciation:	\$200	\$401		\$400	\$272	(Includes \$95 spent on Boo Hoo breakfast)
Teacher Mini Grants:	\$500	1800		\$533** \$2,500 after fall fundraiser	\$500 Harris, Chapman, Degon/Press wood, Nesselrod	**We can increase this budgeted amount after the fall fundraiser.
Joslin T-Shirts:	\$1,500	\$1,513.00		\$1,500	\$1,626	
Fall Fundraiser:	\$200	\$99		\$200	\$165	
Spring Fundraiser:	\$204	\$176		\$200	\$281	
Miscellaneous:	\$0	\$0		\$0		
Membership & Boxtop Incentives	\$0	\$70		\$70	\$28 \$86 Pizza	
Board Member Shirts	\$0	\$0		\$160	\$156	
Total Expenses:	\$3,459			\$3,983		

3. Officers' Reports

President:	<p>Great job everyone!! Julie.....amazing job on all the information and organizations that you found for Joslin to be a part of!! Way to go!!</p> <p>Below are a few things that PTA has always done for Joslin and Joslin Teachers in the past:</p>
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	<ol style="list-style-type: none"> 1. Every year PTA hosts a Welcome Back Breakfast for the teachers on their first day back from summer break. I contact La Familia Mexican Restaurant off William Cannon. Mondays their breakfast tacos are 50% off. I call and place the order Monday for Tuesday. I order 80 tacos. 2. For the Boo Hoo Breakfast on the first day of school, we'll need at least one PTA officer to be in the library greeting parents, passing out membership forms and talking up PTA. 3. Teacher Appreciation Week, PTA sponsors a breakfast for the teachers. Either bagels or breakfast tacos. 4. Do something special for students and teachers for testing week....i.e. Healthy snacks
Vice President:	
Secretary:	
Historian:	
Parliamentarian:	
Legislative Chair:	
Membership Chair:	
School staff:	Consider using Bumper Active for t-shirts for next year. Parents can order directly from the retailer and a percentage is donated back to the campus.
Principal:	<p>Please mark your calendar for the the Austin Council of PTAs training for any new and/or returning campus PTA board members.</p> <p>The training is on Saturday, April 29th, from 8:30 am - 2:00 pm. Lunch and childcare will be provided (but please RSVP for that using the link below).</p> <p>This training is not required, but it is really helpful for PTA Board m`embers to get important information. Time will be provided for campus PTA Boards to meet together to plan for the upcoming year.</p> <p>If you are able to come, that would be great! The registration link is below: https://form.jotform.us/70823815999169</p> <p>9:00-10:30 – PTA leaders training 10:30 – 11:15 – Structure of a successful PTA 11:15-12:100 – Conflict Management and Building Relationships 12:00-12:15 – Grab Lunch (provided) 12:15-1:15 – Executive Board meets with principal (set goals, calendar, budget) 1:15-2:00 – Vertical Teams meet (set goals, get to know your vertical team)</p>

4. Mini Grant Tracking (\$2,600 budgeted)

Teacher	Date of application	Description of request	Approved? Yes or No	Date of decision	Receipt Provided?	Check issue date & payee	Blurb received?
Harris	12/8/16	Items for the Treasure Chest, to replenish material for various arts and crafts, behavior chart/stickers, pencils/pencil grips, electrical tape/super glue, items for the 100 day party, material for ocean unit and sink and float and table clothes to cover outdoor snack tables	Yes	12/8/16	Y	12/21/16 - Check #1124 \$100.00 Harris	N
Chapman	1/10/17	trip to Austin Zoo	Yes	1/11/17		1/18/17 - Ck #1128 \$100.00 Joslin ES	N
Nesselrode	1/9/17	trip to Altitude	Yes	1/11/17		1/18/17 - ck# 1129 \$100.00 Joslin ES	N
Degon/Presswood	1/9/17	trip to Inner Space Caverns	Yes	1/11/17		1/18/17 - ck#1127 \$200.00 Joslin ES	N
Ambrose / Cotera	1/23/17	Graduation & end of year trip	Yes	2/8/17		2/14/17 ck# \$200	N
Wright	3/9/17	Bounce house for track & field	Yes	4/12/17	Y	4/12/17 - ck# 1138 \$100	N
Flores / Branch	3/28/17	Field trip to iPlay	Yes	4/12/17		4/12/17 ck# 1139	N

Edelen	3/31/17	Instructional materials	Yes	4/12/17		4/12/17 ck# 1140	N
Antonion o	3/31/17	Instructional materials	Yes	4/12/17			
Benavide s	3/31/17	Instructional materials	Yes	4/12/17			
Melomo	3/28/17	30 Student Subscriptions to National Geographic Explorer + shipping	Yes	4/12/17			

5. Follow up on Previous Business/Tasks		Updates
Group the prizes		Done!
Get the tickets		Done!

6. New Business/Tasks	
Raffle Ticket Sales	<p>Prizes for top 3 sellers Can only be sold by PTA members Board members cannot win prizes Sell dates: Tuesday, April 18th - Tuesday, May 2nd Drawing on Wednesday, May 3rd @ Doc's (Sunset Valley) @ 5 pm Do NOT have to be present to win</p>
Planning for next year	<p>Joslin PTA Ideas for 2017-2018 School Year https://docs.google.com/document/d/1fqWYQoJijZODZIXDI3QjbAWDRibXQO4EPJx_WZJ-7F8/edit?usp=sharing Fundraising Packaging: membership, t-shirt, entry to carnival or fundraising events Medallions created in art, sold or given in conjunction with carnival wristband and additional medallions on...???</p> <p>Fun run / Color run</p> <p>Joslin Spooktacular</p> <ul style="list-style-type: none"> • Set a date now and get on community event calendars for fall • Utilize the entire campus in order to grow the event

- Add small silent auction

Donors Choose

- Add projects to Donors Choose (donorschoose.org) and add projects to Joslin website

Merchandise

- JES t-shirts as a sale item
- Car decals
- Yard signs

Randalls Good Neighbor Program

- Do we have an account? If not, create one. - we have one!
- Add info to website, distribute to parents, staff, etc.

Tyson A+ Program

- Enroll Joslin and distribute info to parents, staff, etc.
<http://projectaplus.tyson.com/look-up-your-school.aspx>

Annual Donor Levels

- Create individual and corporate level sponsorship opportunities
- Set a goal for “General Donations” for the year

Box Tops

- Discuss new ideas with incoming Box Tops Coordinator

Barnes & Noble Book Drive

- Contact Barnes & Noble Sunset Valley location to inquire about Joslin being the 2017 beneficiary of their holiday book drive

Amazon Smile

- I searched Joslin and “PTA Texas Congress 720 Joslin Elementary” came up. Is this us? Can we edit it to say “Joslin Elementary” or “Joslin Elementary PTA”? [It's part of the 990 N form we file every year. Each PTA has to use PTA Texas Congress. It was set up this way and I'm pretty sure that we can't change it. Maybe ask the ACPTA President. \(Christina\)](#)

Give as You Get

- Apply for enrollment www.giveasyouget.com

Board Development

- Austin Council of PTAs (ACPTA) - Review trainings that may be helpful for the board and get them on the PTA Calendar

	<ul style="list-style-type: none"> ● Create PTA Calendar for 2017-2018 with all events, trainings, meetings, etc. <p>Communications</p> <ul style="list-style-type: none"> ● Create a PTA page for the Joslin website - we have one! ● Develop a community newsletter to send to local businesses, churches, neighborhood associations either bi-monthly or quarterly ● Develop a master mailing list for electronic marketing/communications beyond the Joslin parent/staff list with targeted segments (business owners, alumni, general, etc) <p>Activities</p> <ul style="list-style-type: none"> ● Consider “meal in a bag” idea for teachers at the end of first day f school for next year ● Consider international & cultural potluck or social
2017-2018 Budget	Can leave for May meeting if needed

7. Tasks to complete before next meeting	Person(s) Responsible
Revise mini-grant form: amount, options	
Revise bylaws: voting via email	
Look into Bumper Active for t-shirt pricing and incentives for next year	
Generate a ballot of fundraiser options to vote on	Jennifer
Phone message, email, social media campaign for raffle ticket sales, flyers, laminated sell card with prizes	
Thank you letter/card for raffle prize donors	