

Joslin PTA Executive Board Meeting Dec

Agenda Date: December 17, 2015

Members Present

Phoebe Hale, Rhonda McGaughey, Trisha Sanchez, Ana Maria Lawrence, Michelle Degon, Jennifer Pace

Call to order motioned by:	Phoebe
Call to order seconded by:	Rhonda
Motion to approve meeting minutes:	Phoebe
Approval of previous minutes seconded:	Ana

Treasurer's Report

Current balance:	\$5,034.28
Credits since last report:	11/19 Square \$43.76 11/20 Square \$28.80 Paypal-Plum fun \$221.76 11/30 Divided \$0.16
Debits since last report:	None
Outstanding debits/credits:	None
Budget concerns / changes / updates:	Do I need to write Mini Grant checks to 5th grade (graduation and end of the year day) and 1st grade (Inner Space Caverns) before their events?

Officers' Reports

President:	N/A
Vice President:	N/A
Secretary:	N/A
Historian:	N/A
Parliamentarian:	N/A
Legislative Chair:	N/A
Membership Chair:	N/A
School staff representative:	N/A
Principal:	I would like the PTA to review the PTA Bylaws. I will call attention to specific parts of the bylaws for committee input.

Review tasks to complete from previous meeting		Person(s) Responsible
X	Send thank you notes to PTA volunteers and donors	PTA Board
X	Send admins ideas to get more parents involved in PTA and ways to communicate PTA Board activities to parents	PTA Board
X	PTA parent survey via school messenger	Jennifer
X	Social media thank yous on PTA Facebook	Ana
X	Social media thank yous on campus Twitter & supporter website page	Summer
✓	Karate & HEB thank you poster	Michelle
✓	Assign thank you posters to classrooms & then deliver to donors	Ana, Jennifer
✓	Update mini grant form to include helping in some way with fall or spring PTA fundraiser	Jennifer, Summer
X	Consider membership incentives, such as \$10 for one parent, \$15 for two, or just clarify that it is \$10 per person, per membership card	PTA Board
✓	Notify teachers of mini grant availability and approved mini grants, check with teachers whose mini grants were not approved	Jennifer, Summer
✓	Review bylaws before our next meeting and suggest and suggest any revisions at our next meeting on December 17th	PTA Board

Committee Reports

Membership	
Fundraising:	N/A
Box Tops:	So far for the year Joslin has raised \$200. I'm sending home a Christmas collection sheet over Winter Break. I'm planning on doing a big count over the break. Will update total at the next meeting. We'll have our PJ contest starting the 3rd week in January!
T-Shirts:	We still have adult t-shirts in Medium and XL for sale.
Mini Grants:	Do I need to write Mini Grant checks to 5th grade (graduation and end of the year day) and 1st grade (Inner Space Caverns) before their events?
Parent / Teacher Events:	The Winter Holiday Parade is tonight at 5:30 pm beginning with the staff performance in the cafeteria, followed by a sing-a-long parade, culminating on the blacktop with hot cocoa/tea.

Previous/Ongoing Business to discuss

Ongoing tasks:	Updating the PTA Bylaws:
----------------	--------------------------

Upcoming Business to discuss

New or upcoming events/activities:	<p>Spring Fling Dance ideas or set a meeting to discuss ideas</p> <p>Planning for elections and next year meetings</p> <p>Possible membership incentives for next year membership drive (\$10 per person?)</p>
------------------------------------	--

Topic	Meeting Notes/Discussion
Box Tops	Advertise on Marquee, Facebook, building doors, bulletin boards, something fun with pajamas on the bulletin board, school messenger, pajamas for Jaggy
T-Shirts	A few left for sale. Only opportunities would be tonight holiday event, track n field, and spring fling dance. Could share leftovers with donors.
Bylaws	LOT Training, election date and officer name submittal date, revise VP section for just one VP, retention policy, membership list, remove plan of work p. 10, revise the meetings section, document may need major overhaul

Tasks to complete before next meeting	Person(s) Responsible
Let Christina, 1st, and 5th grade teachers know how to go about getting mini grant money.	Jennifer
Mail thank you notes to PTA donors	Rhonda
Send admins ideas to get more parents involved in PTA and ways to communicate PTA Board activities to parents	PTA Board
Survey parents on PTA involvement, i.e. where would you like to meet, what time, serving on the board, etc.	Jennifer
Social media thank yous on PTA Facebook	Ana
Social media thank yous on campus Twitter & supporter website page	Summer
Sort and deliver thank you posters	Jennifer, Ana, Michelle, Phoebe, Dora
Email updated mini grant form to the board	Summer
Look for a large stuffed Jaguar	Rhonda, Phoebe
Find out fees for National and Texas PTAs and determine if	Jennifer, Christina

we need to adjust our per person membership fee in the bylaws (\$1.75 TX PTA) (\$2.25 National PTA)	
Solicit assistance with bylaw revisions	Jennifer