

Joslin PTA Executive Board Meeting Nov

Agenda Date: November 19, 2015

Members Present

Summer McKinnon, Rhonda McGaughey, Michelle Degon, Christina Erickson, Jennifer Pace, Trisha Sanchez, Phoebe Hale, Ana Lawrence

Call to order motioned by:	Summer McKinnon
Call to order seconded by:	Michelle Degon
Motion to approve meeting minutes:	Christina Erickson
Approval of previous minutes seconded:	Rhonda McGaughey
Motion to adjourn:	
Motion to adjourn seconded:	

Treasurer's Report

Current balance:	\$4,739.80
Credits since last report:	\$675 from Membership \$436 from T-shirts \$1,400 cash from Picnic \$559 Silent Auction
Debits since last report:	\$1,564.17 payment for T-shirts \$21.04 Hobby Lobby \$20.40 Dollar General \$21.63 Party City \$17.32 Dollar Tree \$17.11 Randalls \$12.65 Post Office
Outstanding debits/credits:	None

Budget concerns / changes / updates:	With the monies from the t-shirts and PTA Picnic we are ready to start granting Teacher Mini Grants
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Review tasks to complete from previous meeting	Person(s) Responsible
✓Sara Villanueva will donate a square card reader and share information on how to link it to our account	Sara
✓Pay for t-shirts	Christina
✓Complete the PTA newsletter	Sara
✓Translate the newsletter	Summer
✓Distribute the newsletter by Friday the 30th	Jennifer
✓Get silent auction items bundled and ready	Rhonda + helpers
✓Pick up food for picnic	Christina + helpers
✓Purchase face paint	Phoebe
✓Purchase materials for jewelry making	Christina
✓Mini pies	Phoebe

Board Member Reports (Add rows & meeting notes as needed)	
Board Member	Information
Jennifer Pace	<p>We have not reviewed/revised our bylaws in 7 years, so we need to add this to our new business.</p> <p>Could we share the task of writing thank you notes to PTA picnic volunteers and donors? I sent notes to board members, Woodlawn, Schlotzky's, and Randalls</p> <p>We should be able to grant mini grants with the PTA Picnic funds. But I am thinking that for next year, for mini grants, teachers should have to (1) join PTA, and (2) volunteer at</p>

one of the PTA fundraising events...

Also a possible consideration for next year---provide T-shirts only for children whose families join PTA??? That was discussed years back, and the Board majority did not support that idea. I just thought I would bring it back up for discussion, due to the changing population and the shrinking budget / amount of funds raised.

Proposed date for Spring Fling Dance: May 13th at 6 pm

Christina Erickson	<p>PTA Picnic Income and Expenses</p> <p>Expenses:</p> <p>\$21.04 Hobby Lobby (Jewelry Making)</p> <p>\$20.40 Dollar General (Glow in the Dark Stuff)</p> <p>\$17.32 Dollar Tree (Glow in the Dark Stuff)</p> <p>\$17.11 Randalls (Cleaning Supplies)</p> <p>\$21.63 Party City (Face Painting)</p> <p>\$97.50 Total Expenses</p> <p>Income:</p> <p>\$559 Silent Auction</p> <p>\$1,400 cash from Picnic</p> <p>\$177.92 Square</p> <p>\$105.03 Square</p> <p>\$71.96 Square</p> <p>\$75.30 Square</p> <p>\$96.27 Square</p> <p>Total: \$2485.48</p> <p>Minus \$97.50 in expenses</p> <p>\$2387.98 Picnic Profit Total</p>
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Ongoing Business (add lines & meeting notes as needed)		Person(s) Responsible
Ongoing tasks:	<p>PTA fall picnic -</p> <p>Total Plumfund donations: \$221.76</p> <p>Total credit/debit card purchases: \$511.21</p> <p>Silent Auction: \$1070 gross</p> <p>What worked well? What would we consider changing?</p> <p>~Was really dark outside</p> <p>~A few families struggles with pricing (WE can consider giving these families a few tickets to spend next time)</p> <p>~Corn sold really well</p> <p>~We had more than enough food</p> <p>~Don't forget to feed volunteers</p> <p>~Most funds raised</p> <p>~Sell glow sticks where it's dark</p> <p>~Consider fun run for a future fund raiser</p> <p>~Consider pie in face as \$ raising activity</p> <p>Thank you notes - Who do we need to include on our thank you note list?</p> <p>~See to-do list</p> <p>(Summer sent a personal email to each donor through Plumfund)</p>	PTA Board

Ongoing tasks:		
New Business (add lines as needed)		
Bylaws	<p>Review and/or revise our bylaws. This is supposed to occur every five years. There is an electronic form we submit under Texas PTA to document that we reviewed them and/or revised. Form can be submitted by a member of the PTA board or a member of the school staff. If we make revisions, we have to get $\frac{2}{3}$ of current PTA members to approve the changes. For budget creation at the end of this year, budget is to be approved by PTA members as well.</p> <p>How in the world do we do this?</p>	
Mini grant approval	<p>5th grade teachers: \$200 for end of year graduation/transition trip - approved 11/19</p> <p>Ms. Ramirez: \$100 ABC sing along flip chart, alpha tales box set, alphabet soup sorters, and library books - approved</p> <p>Ms. Chapman: Lifeskills trip to the Thinkery - discounted rate offered PTA needs to follow up to see if they want to use the mini grant for this or apply for something else</p> <p>Ms. Acosta: \$100 towards a dyslexia conference - teacher went to a different conference will follow up to see if she wants to apply for something else</p>	

Tasks to complete before next meeting	Person(s) Responsible
Send thank you notes to PTA volunteers and donors	PTA Board
Send admins ideas to get more parents involved in PTA and ways to communicate PTA Board activities to parents	PTA Board
PTA parent survey via school messenger	Jennifer

Social media thank yous on PTA Facebook	Ana
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
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