

# Joslin PTA Executive Board Meeting Oct

Agenda Date: October 22, 2015

## Members Present

Michelle Degon, Christina Erickson, Sara Villanueva, Ana Maria

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

## Treasurer's Report

Current balance:	\$3,318.46
Credits since last report:	Membership Deposit \$176 T-shirt Deposit \$436 New Account Deposit \$2706.46
Debits since last report:	Cashier Check to Texas PTA \$810. Cashier Check to ACPTA \$50.

Outstanding debits/credits:	None
Budget concerns / changes / updates:	We moved banks to Randolph Brooks. No more extra fees. Ms. Pace has complete access to online banking and statements.

Review tasks to complete from previous meeting	Person(s) Responsible
Submit membership packet before October 15th and get membership cards disseminated by the end of October	Patricia Sanchez and Christina Erickson
Membership drive phone message	Jennifer Pace
Fill in Student Membership forms to go home with students.	Patricia Sanchez and Christina Erickson
Shop for a better banking option for the PTA account	Christina Erickson
Email donation letter & 501-3c info (EIN#) to board members	Jennifer Pace & Christina Erickson
Find out about raffle/silent auction restrictions for PTAs	Rhonda McGaughey
Create pre-sale t-shirt order for adults \$12	Jennifer Pace
Get more information on kid's birthday party and whether or not it would count as one of our two fundraisers	Rhonda McGaughey and Ana Lawrence
PTA Newsletter mock-up	Sara Villanueva
Let staff know we will wait until membership drive is over to fund mini-grants	Jennifer Pace
Get information on alternative donation/grant opportunities for teachers	Rhonda McGaughey
Get donations for raffle and/or silent auction for fall picnic HEB, Whole Foods, Randall's, Thundercloud, Wheatsville	Phoebe, Rhonda, Jennifer, Dora, Christina

Create draft flyer for fall picnic & get input	Jennifer
Create list of food items needed and email to board	Jennifer

Tabled Business		Person(s) Responsible
Ongoing tasks:	PTA fall picnic	PTA Board
Ongoing tasks:		
New Business		
New or upcoming events/activities:	Joslin T-shirts order! Need to get a cashier check to pay for the shirts.	Christina Erickson
New or upcoming events/activities:	Purchase T-shirts \$1513.17	Christina Erickson

Tasks to complete before next 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

