

Joslin PTA Executive Board Meeting Agenda & Minutes

Meeting Date: 3/8/17

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

Julia De Moreas, Jennifer McGaffny, Christina Erickson, Michelle Degon, Summer McKinnon, Natasha Chapman, Deb Ambrose, Jennifer Pace

Call to order motioned by: Jennifer Pace at 5:03 pm

Motion to approve meeting minutes by: Deb Ambrose

Approval of previous minutes seconded by: Christina Erickson

1. Previous Meeting Minutes

<https://drive.google.com/file/d/0BwxZi3j7Bpo3dHNLQVZLUmJnRW8/view?usp=sharing>

2. Treasurer's Report

Current balance: \$5866.45

Credits since last report:

2/25/17	13	Deposit	late picture order
2/28/17	0.24	Dividend	
2/7/17	1.6	Freedom Card Cashback	
2/14/17	14.59	Square Inc T-shirt sale	

Debits since last report:

3/3/17	-13.6	POS - USPS Box Tops	
3/7/17	-100 1131	Check 1131	5th minigrant
3/7/17	-100 1133	Check 1133	5th minigrant

Outstanding debits/credits:

1/18/17	-100	check #1129	Nesselrode minigrant
2/20/17	13	cash deposit	late picture order
2/20/17	-13	check 1132	late picture order payment to LifeTouch
?????	400.85	Chipotle	Spirit Night

Budget concerns / changes / updates:

Treasurer's comments & other info:

3. Officers' Reports	
President:	<p>Thank you to everyone for making this school year such a success! Each one of you are AWESOME!!</p> <p>Thank you to everyone who has been collecting donations for our Raffle! We have 43 items so far!</p>
Vice President:	
Secretary:	
Historian:	
Parliamentarian:	
Legislative Chair:	
Membership Chair:	
School staff:	
Box Tops	So far Joslin has brought in 6200 Box Tops, which is \$620!! YAY!! The contest is going on year round! We even collect in the summer. We still need a Box Top Coordinator for next year.
Principal:	<p>In thinking about creative ideas for meetings next year... We are supposed to have a monthly general meeting to share information with parents about the work of the PTA Board. I was thinking we might plan a PTA play date one Friday a month, after school. Kids could play and PTA Board members could mingle with other parents and sort of share PTA information through informal conversation...???</p> <p>Also, I will be sending out an email to parents to see if anyone is interested in joining the PTA Board and/or the Campus ADvisory Council. So hopefully we can get even more folks to join the board.</p>

2016-2017 PTA Budget as of our November 2016 Meeting

Start of Year Balance:						\$3,982.66
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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	
Fall Fundraiser:	\$2,500	\$2,387.98	(\$112)	\$2,500	\$2,448	
T-Shirt Income:	\$400	\$436	\$36	\$500	\$764	
Donations:	\$200	0	(\$200)	\$1500*		*Plum Fund or Go Fund Me for T-Shirts
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/Presswood, 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		
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		

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

5. Follow up on Previous Business/Tasks	Updates	
Contact Top Golf to “nudge” them for the donation	Julie B.	?
Grouping/packaging raffle prizes	Julie B.	In progress
Research laws regarding raffles	Julie B., Summer	Done! <ul style="list-style-type: none"> ● No paid advertising for the raffle ● Required info on raffle ticket (including every single prize) ● No cash, cash value, or cash equivalent ● Only PTA members can sell ● PTA Board members cannot win
Raffle calendar for Twitter posts and handles	Julie B.	?
Set up raffle site on PayPal	Summer	Not yet
Incentivize raffle ticket sales: top 3 individual sellers, \$1 paw for every booklet sold, class trips	Julie	? Incentive for the PTA member who sells the most
Do a student survey to get ideas for incentives & Email teachers about mini grant deadline of April 1st	Michelle	N/A
Write up a blurb with rules, post on back of ticket with a link to complete list of prizes and rules; kids write names	Summer and Julie	N/A
Tabled ideas for creative PTA meetings	Julie will do a little research	Revisit later

6. New Business/Tasks

Raffle Planning	We will stop collecting prizes this week, so that we can work on packaging. We will focus on packaging March 20 - 27th. We will get tickets printed and organized April March 28 - April 3rd. We will sell tickets April 10th - 28th (could push back a few days if needed to end on May 2nd).
Membership & Planning for next year (general and PTA Board)	We may need to have an additional meeting in May to do the budget with the new board members. April 29th member training.
Mini Grant Approval	No mini grants submitted
Ideas for creative PTA meetings	PTA Play Date one Friday a month after school (the week of the PTA Board meetings).
Summer Playground Program	June 12 - August 4, Monday - Friday, 9am-5pm for kids age 4-12 years old. Drop-in registration any day. Visit website at austintexas.gov/summerplaygrounds

Collect items/donations now through March 8th.

Sort & prepare tickets and silent auction items March 27 - April 7th.

Sell raffle tickets and run the online auction April 10th - 28th.

Prize drawings on Wednesday, May 3rd at Doc's Backyard at 5:00 pm

Donor	Item(s)	Value	Solicitor	Details/Status
Topher Bradfield @ Book People	signed books	TBD	Jennifer Pace	Confirmed on December 13th. Topher will donate signed books and let us know and estimated value. He will get them to us in March. :-)
Whole Foods Arbor Trails	Kid-themed gift basket with gift card	TBD	Julie Barschow	WFM response said to contact via their website again within 8 weeks of event. Julie will re-send request on Feb. 20th. Lucas Santos's (K) dad works in their corporate offices, I believe. Might be worth reaching out to him. They are notorious for denying our requests unless we have an "in."
Radio Coffee & Bar	Coffee/Treats gift basket with gift card	TBD	Julie Barschow	Left phone message on 12/1/16
Kendra Scott	2 Kendra Scott pieces	\$120 - \$300	Julie Barschow	Confirmed - Send email to Kelsey Kelcher late February to confirm pickup time
Round Rock Express	tickets and merchandise	TBD	Julie Barschow	Julie will snail mail request

YMCA	Membership, swim lessons and swag	TBD (approx \$300 - \$500)	Julie Barschow	Confirmed 12/1/16 - Julie to pick up items in March
Tere Mayne	Wine Basket	TBD	Julie Barschow	Confirmed - Julie will pick up
ABGB	Gift Card	Approx. \$50	Julie Barschow	Confirmed - Julie will pick up
Jump! Gymnastics	Classes and/or Camp	TBD	Julie Barschow	Request Sent 12/1/16
AFD Union	Austin Fire Dept. Swag	TBD	Julie Barschow	Julie to ask
Starbucks (Westgate/Wm Cannon)	2 lbs of coffee	\$25	Julie Barschow	Confirmed - Pick up from Sara Metland on Saturday April 1st
Mandi Hooper @ Tapestry Dance Company	Classes and/or Camp	TBD	Summer McKinnon	Request sent 12/7/16
Janie Villarreal @ Ultimate Challenge Martial Arts	4-class pack	\$120	Jennifer Pace	Pace was given authorization to create the gift certificate
Janie Villarreal @ Ultimate Challenge Martial Arts	1 2-hour basic self defense class	\$110	Jennifer Pace	Pace was given authorization to create the gift certificate
Kelle @ Ambrosia Salon	1 Shampoo, cut & style	\$65	Jennifer Pace	Pace was given authorization to create the gift certificate
Azul Tequila Restaurant	Gift certificate	\$50	Jennifer Pace	Confirmed, in PTA cabinet
Papalote Restaurant	Gift certificate	\$50	Jennifer Pace	Confirmed , in PTA cabinet
Sugar Mama's Bakery	?Gift certificate for cake or cupcakes?	\$25	Jennifer Pace	Confirmed, in PTA cabinet
KidsActing	(3) \$25 gift cards w/ tote bag	\$75	Christina Erickson	delivered (in PTA cabinet)
Blazer Tag	Birthday package for 5	\$200	Christina Erickson	Confirmed, in PTA cabinet
Altitude Trampoline Park	Jump passes, socks, and t-shirts	\$100	Christina Erickson	confirmed & delivered (in PTA cabinet)
Lone Star Riverboat	4 passes	\$40	Christina Erickson	confirmed & delivered (in PTA cabinet)
Austin Eats Food Trailer Tour	Tour package	\$170	Christina Erickson	confirmed & delivered (in PTA cabinet)
PubCrawler of	Tour package	\$170	Christina	Confirmed, in PTA cabinet

Austin			Erickson	
Yoga Yoga	4 passes	\$70	Christina Erickson	confirmed 1/10/17, (in PTA cabinet)
Gibson Street Bar	TBD	TBD	Christina Erickson	Email sent 3/7/17
Flat Creek Winery Wine tasting	4 passes to a wine tasting	\$60	Christina Erickson	confirmed, certificate(in PTA cabinet)
Fit Austin		TBD	Christina Erickson	called, waiting for manager approval 1/10/17
Maudie's	Gift card	\$25	Christina Erickson	Confirmed, in PTA cabinet
Via 313 Pizza	gift card	TBD	Summer McKinnon	delivered
Jessica Salazar, hair colorist	gift card	TBD	Summer McKinnon	McKinnon will pick up 2/10
The Void (Martial arts fitness)	30 days free	\$175	Natasha Chapman	card in PTA cabinet
Austin School of Music	1 month free lessons	\$127	Natasha Chapman	Confirmed, in PTA cabinet
Esther's Follies	2 tickets	\$50	Christina Erickson	Confirmed, in PTA cabinet
Westgate Lanes Bowling	4 passes	\$40	Christina Erickson	Will pick up Friday
Torchy's	Gift Card	\$25	Jennifer Pace	card in PTA cabinet
Painter's Palette	Gift card		Christina Erickson	
Sterling Acura	Two detailing		Dora Flores	confirmed

7. Tasks to complete before next meeting		Person(s) Responsible
Group the prizes		Julie B.
Get the tickets		Summer & Jennifer