

# PTA Executive Board Meeting Meetings

July 10, 2010

## Attendees

Amy Coble, Elaine Banks, Greg Kershner, Diane Hilleary, Angela Russell, Robin Cash, Dymeka Harrison, Alishia Richards

Missing Board Members: Darryl Leasure,

## Meeting Objectives

President Discussion (Open Positions)

Treasurer Review

Additional Items

Meeting called to Order: 8:46am

## President Discussion

### New Business

Approval of minutes from the June 10 meeting. Elaine made motion. Robin Second. Motion Carried

### Old Business

Greg reviewed open positions and the need to speak with Dr. Hormes concerning outstanding items.

Open Position Considerations:

### Communication

- VP Communications: Patres Hillis
- Newsletter:
- Electronic Media:

### Parent Involvement

- Room Parent: Heather Boykin
- Educational Development:

### EVP Committee

- Grants: Kerrissa Vaughn
- Community Outreach:

### Fundraising

- Merchandising Sales
- Special Events: Christy Parker

### Enrichment

- VP Enrichment

Greg notified team that all nominees will be voted on at the July 31,2010 meeting. If there is more than one person for the position they should come to the meeting to discuss their initiatives.

## Treasure Report - Diane

- Notified team of the change in deposit of \$265 from Dine Outs and Year Books. Presented Budget for 2010-2011 school year (see attachment).
- Informed us that we must complete a 990 in order to raise more than \$5000. This form is used for non-profits. Robin stated that she would complete the 990
- Provided an update on the Nutrition and Environmental Committees. This is lead by Deron Davis and Suzanne Burnes from the GA Department of Natural Resources. Goal is to have students involved in helping the school find ways to save money by decreasing environmental impact. The team would do this by providing educational material that integrates into the IB curriculum. Greg to speak with Dr. Hormes concerning this program on behalf of the PTA.

### **Action**

Greg: Speak with Dr. Hormes concerning this Nutrition and Environmental initiatives

Diane: Present "Handling of Money" at the next Executive Meeting

Diane: Send Dymeka a copy of the electronic budget and Treasurer report

Robin: Complete 990

Alishia made motion to approve treasurer report, Elaine second. Motion Carried

### **VP Update**

#### **VP Communications: Amy**

Review:

- Decided that the best way to communicate to parents is to tag on to Julies School/Principals Newsletters – "PTA Corner"
- Discussed the annual fund. What should we do? How should it be promoted?
- Team discussed that we should create a standalone news letter to review ways that parents could contribute to the school. For example; GA Natural Gas, Coke Rewards, Product Box Tops, Target, etc.
- Informed team that she would have to resign from her position because family is relocating. VERY SAD!
- Meet and Greet is scheduled for August 5, 2010. PTA would like to incorporate items in the parent packet. Diane and Dymeka to oversee the Meet and Greet PTA Packet for Amy

#### **VP of Auction: Elaine**

Review:

- Need budget of \$5000 to do Auction. Will be going to a web-based system to improve efficiency.
- Soliciting volunteers to assist in getting big ticket items

#### **VP of Fundraising: Alishia**

Review:

- Need volunteers for fall fundraisers
- Discussed that Dr. Hormes may have a school fundraiser – Bulb Sales. Question was raised in reference to a conflict with PTA fundraiser. Greg to follow up with Dr. Hormes

### **Action**

- Greg: Speak with Dr. Hormes concerning school fundraiser.

#### VP Enrichment: Greg

- Would like to get filled before the school year.
- If position is not filled, we will have to cancel the Enrichment activities.

#### VP Membership: Angela

- Would like \$1000 for 2010-2011 budget for membership
- Will provide membership information for meet and greet packets.
- Middle school kids are allowed to join PTA. You do not have to be affiliated with school to join the PTA which means Grandparents, Aunts, Uncles, Neighborhood residents etc., can join.

#### **Additional Items**

- Elaine discussed having a budget to purchase paper for classrooms
- Fundraising Idea: having a “school supply” bag option available for parents with all supplies needed for school
- The board paid membership dues
- Dymeka informed team of IWIA new calling post that was announced is school newspaper.

Alishia motioned to adjourn meeting – Robin Second – Motion Carried. Meeting adjourned 10:30am

### **Summary of Action Items June 19 – July 10**

#### Greg

- Speak with Dr. Hormes concerning school fundraiser.
- Speak with Dr. Hormes concerning this Nutrition and Environmental initiatives
- Speak with Dr. Hormes about Big Board and emergency communication Calling Post
- Communicate all school activities chaired by PTA transparent to the board. We are in need of my synergies between SAC and Board. Greg is to speak with Leadership team to see if we can work as team going forward. To insure synergies, we will have one representative from the PTA rotate in every Governing Board meeting.

#### Diane

- Present “Handling of Money” at the next Executive Meeting. July 31, 2010
- Send Dymeka a copy of the electronic budget and treasure report by July 25, 2010

#### Robin

- Complete 990

#### Darryl

- Provide a list of 12 to 15 programs that will be beneficial to Dymeka prior to our July 31 meeting.

#### Team

- Send Darryl a list of programs that you think will benefit the school by July 31, 2010
- Provide Dymeka with a list of candidates for open positions by July 30, 2010