

Greenwood Elementary School PTA

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| Meeting Name: | September Executive Board Meeting | | |
| Date of Meeting: | October 11, 2018 | Time: | 5:00pm |
| Meeting Purpose: | Monthly Executive Board Meeting | Meeting Leader: | Cassandra Williams |

1. ATTENDANCE AT MEETING

| Name | Position |
|--------------------|---------------------|
| Cassandra Williams | President |
| Tilly Gambill | President Elect |
| Cynthia Chagnon | VP of Communication |
| Tim Robertson | Treasurer |
| Stacy Gerke | Secretary |

2. Officer Reports

President, Cassandra Williams:

I am really thrilled about the first month of school from a PTA perspective. We have over 550 members, we have sold over 450 tshirts for spirit wear, we have brought in over \$600 of Box Tops, we have over 130 students signed up for after school enrichment, we've started new successful programs such as birthday books and we are fulfilling our mission of advocacy by including yoga/mindfulness classes in ASEP and spearheading an advocacy committee chaired by Erica Mann with the backing of our school counselor, Ms. Guelig. I'm proud about all this and so much more and I'm pleased with the effort so many have given to make all these successes possible. I am looking forward to continuing this type of energy level into the future.

We really need to make sure bios are completed ASAP for the website.

We are 15 families away from 100% participation, we need to do a last push membership drive.

Cassandra will check with Mr. Stein about papers going out on other days.

Vice President of Membership, Jason Borgert: No Report

Vice President of Communications, Cynthia Mackenzie:

We have the facebook page feeding to the gatorspta website now. GreenwoodPTA still needs some fixing before we release. Now that we have Gatorspta at a good spot, I may see if there's a way to copy the whole kit and caboodle to the new site and do a re-direct url- need to work with my uncle on that one.

Social media- everything seems to be working fine with that unless anyone has any complaints- let me know about any communications processes that you think need to work better: website, social media, flyers, or phone announcements.

Treasurer, Tim Robertson:

Current Balance as of 9/30 of \$12,389.58

Secretary, Stacy Gerke:

Review/Approval of September Executive Board Meeting Minutes

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2. School Representation

Principal, Mr. Stein: No Report

Teacher Representative, Ms. Thompson : No Report

3. Committee Reports

After School Enrichment - Cassandra Williams

So far, we have over 130 students enrolled in our 10 classes. We are changing dismissal so all parents and authorized people will pick up the kids in the classrooms where their classes are being held. This was agreed to after speaking with Mr. Stein about the chaotic dismissal procedures of the past 2 quarters.

Fall Festival - Crystal Lett, April Parrish

Event has been extended by one hour. It will now take place 5-8pm on Friday, Oct 26. Wristband sales are open. Deadline to submit presale orders (via paper/online) is Oct 19 to allow for processing. Approximately 60% of the volunteer openings have been filled. Biggest need is for ADULT volunteers. The signup genius will be posted online this week for the school population. The hayride will now circle the track only. Parking remains to be an issue. Working on securing shuttle buses to/from Glover Park, however this has proven to be a big challenge

Room Parent - Crystal Hargrove

We are working on classroom directory and communicating through Remind. A room parent meetings needs to take place as soon as possible.

Book Fair - Karen Thomas

Library is booked. We will be setting up on November 2 so teachers can put in their wish lists items. Cassandra will need an alternative location for her Yoga class for ASEP. Will run mornings 7:15-:15am and afternoons 2-3pm and Monday, November 5 during Parent/Teacher Conference and Thursday, November 8 before the PTA meetings.

Hospitality - Treina Owen

Luncheon on 10/26. We're working on getting contacts to add to the Sign Up Genius.

Reflections - Stacy Gerke

Flyers went home 9/28. I have received a few emails with questions that I answered. I will be sending a few e-mails in the coming days looking for a judging panel. Judging will take place on 11/12 in the afternoon, possibly during the day. School winners will be sent to the county level later that week.

Coffee Chats - Erica Mann

First House Breakfast was a success! Things went pretty smoothly as we were able to set up the afternoon before and Mr. Stein was able to gather all of the food from Wegmans the day before. My guess is we had 200. We had about 15 people for Monica Mann's presentation. We did not do an RSVP for the event, but we had plenty of food with lots left over and great communication from the PTA and the school. The food was donut holes and fruit and juice boxes. We think we will swap some donut holes for waters the next go around. I also think we will use cups instead of plates. I wasn't able to get the sign up genius out in time---but that is something I think we will do moving forward. I think in total we need 3 for set up and 4 adults for morning set up. We had lots of help for breaking down, so that was appreciated.

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COST: We are still gathering receipts as the event just happened. Some of the items can be used for multiple breakfast mornings. The next House Breakfast is Taji on November 2. We will start the whole process over in a week or so---getting supplies and getting the communication out. The speaker will be Lisa Meyers from Fulton Bank.

A Handheld Mic should really be housed at the PTA table to make announcements throughout the event.

Speaker will be relocated for next house breakfast

Spirit Nights - Tilly Gambill

The PTA has secured three spirit nights with plans to have a spirit night event each month of the school year. The first Spirit Night took place October 5 at Chilis and included lunch. We are waiting to receive a tally from this night. Our next event will be November 27 at Chipotle from 4-7:00 p.m., giving families a break from turkey. The PTA will receive 33% of all supporters' sales once \$300 in total sales is received. December 7 will be Panera between 4:00 and 8:00 pm with the PTA receiving 20% of sales after \$100 in purchases are placed. We are working on the winter and spring spirit nights next. Triangle Rock Climbing possibly in March.

Box Tops/Retail Promotions - Khristie Sinclair

We collected over 5800 Box tops for the September contest! Winners will be announced this week!

Spirit Wear - Crystal Lett, Cassandra Williams

We can purchase house bracelets to sell.

Cassandra will create an inventory of existing shirts so that we can set it up with Square so parents can order from existing inventory.

Yearbooks - Cynthia Mackenzie

I'm a little behind- still need to gather/analyze the quotes to figure out which company to go with a contract. Once gathered will send to the board for a vote.

Yearbook Club - Cynthia Mackenzie

Slow start this year on this as well. Just getting the student names from the 5th grade teachers now on who my editors will be. Will have our first meeting this month and I'll set up the schedule for the rest of the year for Friday lunch meetings.

Glen Allen Day Parade - Maggie

October 20 - Looking to order flags -we'll get a quote.

Original Works - Ashley

No report

Watch DOGS - Ralph

There has been a very good start to the school year from a Watch DOGS point of view. Five different fathers/father-figures, have covered twenty school days through today, with two more upcoming days covered (10/9, and 10/11). This is much better than last year's start. I've talked with several other men who told me that they will be signing up. There are a couple more for mid to late October and even three already signed up for November. I would like to have the PTA purchase a \$25.00 Amazon gift card for the first quarter pep rally in November. All of the guys who have been Watch DOG between Sept 5 and that date in November will have their name thrown into a hat and one name will be drawn out and win the gift card.

Council Delegate - Cassandra Willis

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If you have not taken the PTA Schools of Excellence Survey yet, can you take two minutes to take the survey for us? We are at 39 responses and we were trying to get at least 10% of our population. The survey will close on Friday, October 12, 2018.

4. New Business

Budget Review

We have outstanding payments of \$2762.25 to GES for summer start up and \$877.30 to School Mate for 2018-2019 agendas and \$1000 for Nikky Folders.

Volunteers

We have more people signing up, but the lack of volunteers is becoming a problem. Stacy will continue compiling a list of volunteers with names from Open House. Cassandra will check with Cherri Quackenbush to help with registration with ASEP. We need to put very clear of duties for volunteer positions advertised.

Revising Bylaws

We need to do that.

Organizing for Winter/Spring

Holiday Make and Take need chairs/committees RIGHT NOW. It is on Dec. 13. We need to get on securing vendors for this. Ideas include canvas, jewelry, wooden ornament. Stacy will reach out to some crafty vendor.

Advocacy Team

Erica Mann and Ms. Guelig are teaming up to help us on our advocacy goals.

Agenda

We will lock in the discounted rate for 2019-2020 school year.

5. NEXT MEETING

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| Date: | 11/8/18 | Time | 5:00 | Location: | GES Library |
| Objective: | Monthly Executive Board Meeting | | | | |