

# Greenwood Elementary School PTA

Meeting Name:	September Executive Board Meeting		
Date of Meeting:	September 20, 2018	Time:	5:00pm
Meeting Purpose:	Monthly Board Meeting	Meeting Leader:	Cassandra Williams

## 1. ATTENDANCE AT MEETING

Name	Position
Cassandra Williams	President
Tim Robertson	Treasurer
Jason Borgert	Membership
Mrs. Thompson	Second Grade Teacher
Tilly Gambill	President Elect

## 2. Officer Reports

### President, Cassandra Williams:

- New Business

### Vice President of Communications, Cynthia Chagnon:

- The new website ([www.greenwoodpta.com](http://www.greenwoodpta.com)) has been up and running. It still needs some tweaks before we advertise/circulate that. I'm learning Joomla - a different thing from WordPress. We're still running with the old website ([www.gatorspta.com](http://www.gatorspta.com)) currently. Jennifer Brown has given me full Admin rights for that website now. I should probably put a post out there looking for any parents with 'techie' skills with WordPress and/or Joomla. I'm not a web guru (I just figure it out as I go) so any assistance would be great. For both websites, I think it would be easiest to set it up to just take FB feeds from the PTA FB page. That way no one needs to learn web stuff to make posts. They can just post to FB and it will show up on the website. I just have to figure out how to do that. The calendars on both websites are feeding from the [greenwoodgatorspta@gmail.com](mailto:greenwoodgatorspta@gmail.com) account and I've entered the basic dates of everything on that. We will need to add specific times and locations of events as they come closer. Cassandra has access to add/edit those events as well. Committee chairs can email either one of us [president@gatorspta.com](mailto:president@gatorspta.com) or [yearbook@gatorspta.com](mailto:yearbook@gatorspta.com) or the gmail account [greenwoodgatorspta@gmail.com](mailto:greenwoodgatorspta@gmail.com) to get those details in.
- Note for Crystal on Spirit Wear: Once the online store for the vendor is up, please send me the link so I can post on both website and social media.
- Bios: Like Mr. Stein said on our way out the door from the first meeting- it would be good to have a little picture/bio of each board member on our websites. Please email me a bio and a pic. We can do board members and/or Committee Chairs.

### Vice President of Membership, Jason Borgert:

- total memberships 471

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- number family memberships
- number individual memberships
- review or Open House (pros/cons, ideas to improve)
- strategies moving forward to reach 100% membership - parent teacher conferences, PTA meetings, focusing on getting extended family to join

## **Treasurer, Tim Robertson:**

- Money Minder reconciliation for July and August to be signed
- bank statement for July and August to be signed
- income & expense to date
- income & expense projections 30 days
  - A lot of income from ASEP, but totals will come in November
- Square is working fine, but we need to fine tune some categories. Tim will get with Cynthia to adjust categories as needed.
- Open house payments can be improved by creating an assembly line with one form noting purchases will help organize payments.
- There are 5 checks to be signed at the moment

## **Secretary, Stacy Gerke:**

- No report

## 2. School Representation

### **Principal, Ryan Stein:**

- 

### **Teacher Representative, Emily Thompson:**

- 

## 3. Committee Reports

### **Spirit Wear - Crystal Lett**

- totals sold to date, strategies moving forward, winter store, review of Open House and first week sales, how to improve
- Next order 288 shirts x 6 = 1728 // 145 shirts already sold from new order; right now, all extra shirts ordered are YS.

### **After School Enrichment**

- total enrollment to date, enrollment per class, explanation of volunteer reimbursement and Strikers soccer 25 students' fees going to GES

### **Spirit Nights - Tilly Gambill**

- October - Chili's
- November - Chipotle
- December - Panera
- February - Rock Climbing - but will need to be rescheduled due to Super Bowl
- April - Bowling
- Waiting to hear back from Chick-fil-a and Sweet Frog

### **Fall Festival - Crystal Lett, April Parrish**

- 

### **Reflections - Stacy Gerke**

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- Theme is "Heroes Around Me". Flyers with entry forms to go home in Green Folders on 9/28. I have a message and picture ready to go for social media and will talk to Mr. Stein about putting the same message in the Thursday communication on 10/4. All projects must be turned in on November 9 (no sooner, no later). Judging will take place on November 12 so I can get winners' projects to county level by November 15. Will be looking for a judging panel in a few weeks.

## **Hospitality**

- Treina Owen has agreed to chair this committee. The first luncheon was today and was very successful. We should consider carefully what dates to do the luncheons and coordinate with our teach liaison and Mr. Stein to see what dates are best.

## **Room Parent - Christa Hargrove**

- Spreadsheet of room parents has been updated. Most teachers have more than one room parent and copy parent but there are about 3 teachers that still need a room parent. We are working on that. We have sent a welcome email to the room parents and have called on them to make a classroom directory using the Remind app. We will be following up if there is anything to discuss about Fall Festival and upcoming events.

## **Glen Allen Day - Maggie Gsell**

- Glen allen parade is rescheduled October 20th. There will be two trailers for kids to ride on with hail bails on one and wooded seats for the other in case some kids are allergic to hay. We will all wear house spirit wear and the house with the most people represented will be awarded points. We will all meet prior to the parade near corned of John Cussons and mountain rd at 8am.

## **House Breakfast/Coffee Chat - Erica Mann**

- The first house breakfast is October 5 (Gratos) and since this is a different event from previous years, the committee is in the process of gathering details to best determine our volunteer needs. A couple members from the previous committee cannot help out, so new members will likely be a need! A sign up genius will be created soon to get set up volunteers and then help the day of. Once we have hosted one breakfast, the the committee can better assess future needs. Certainly having breakfast provided is a huge cost help. Look for a flurry of activity the following two weeks.

## **Yearbook - Cynthia Chagnon**

- I'm still obtaining quotes from different yearbook companies for the contract for this school year. Strawbridge will do a lower price this year as a repeat customer, but still going to survey prices from other companies. I'm trying to be more conservative price wise this year so we can keep the cost of the yearbooks lower. Once I have all the quotes in, I will analyze and put into a presentation so the Board can vote for which one to sign the contract with. I'll aim to have that done on or before the next PTA board meeting.

## **Yearbook Club - Cynthia Chagnon**

- Getting it rolling for this year. We have over 40 students that want to be student editors. I will be meeting with Mr. Stein to sort that out. I was going to continue to do the monthly Friday 'working lunch' meetings with the student editors. Plan could change with all the interest in the Yearbook Club. Maybe I will still keep the

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group of 8 editors, but come up with something that the rest of the interested students can participate in with yearbook activities. Ideas Anyone?

## 4. Motions

- Cynthia as VP of Communications

## 5. New Business

- Review for general meeting
  - 471 members if you haven't signed up, Jason will be in the cafeteria
  - We need your hour
  - 2000 + box tops
  - Sign up for kroger rewards
  - We need volunteers to make this work
  - Audit Report
  - Budget
- parliamentary procedure
- Agenda
- Budget review (purposes for fundraising)

## 5.NEXT MEETING

Date:	October 11, 2018	Time:	5:00pm	Location:	Greenwood Elem.
Objective:	Monthly Board Meeting				