# Windy Hill Elementary PTA

January 16, 2019 General Membership Meeting Minutes

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| Date, Time, and Location | Wednesday, January 16, 2019 6:30pm WHES Media Center |
| Meeting was called to order by: | President Andrea Hoover called to order at 6:33pm. |
| Members: | Andrea Hoover, Maria Phelps, Wesley Donovan, Molly Sinclair, Nancy Sorzano, Fanee Mendoza, and Deanna Coughlin |
|  | 5 additional members were in attendance including Nahomi Blackman who was in attendance via conference call. |
| Minutes: | Approval of the prior General Membership meeting minutes (November 15, 2018). Maria motioned to accept the minutes. Wesley seconded and the minutes were approved at 6:38pm. The December 13, 2018 PTA Board (Board of Directors) meeting minutes will be presented at the next meeting. |
| Principal’s Report: | Kelly Cleland thanked everyone for coming.   * She thanked the PTA for the Cultural Arts Assembly. Kelly noted that the Cultural Assemblies are opportunities for teachers to plan during this time. She asked teachers to get out connections that parents can make with their children for the events. Kelly thanked Calvert Arts for paying 50% for our assemblies This month’s assembly focuses on the physics of sound. * Mr. Ropel will be in for Mrs. Turner for the remainder of the school year. Joe asked about giving him the new teacher grant. |
| Officer’s Reports: | Treasurer’s Report   * Nancy reported that we are waiting to switch banks due to fees. In order to open a new account we need an articles of organization. Wes ordered a copy from the State so it will take about 2-3 more weeks since this is from 1996. Community Bank of the Chesapeake will be our new bank without service fees. * She noted that we will be refunding Ms. Lyons for some expenses. * 4th grade put in their financial request. * Wes reported that the budget numbers are an estimate and there was discussion in the December Board meeting to add the line column for each line item for “actual” expense. Andrea noted that this is on the G drive. This was done because some areas spent more and others brought in more funding. Additional line items were included. * Nahomi asked if we received a check from Papa Johns. Wes reported that we will. * Andrea also noted that we received a check from Box Tops. The last day for Box Tops is January 18. * Nahomi reported that she has not been able to get in touch with Gaylord Rep. |
| Committee Reports: | a.Spring Fundraiser - Spring It On – March 1 6:30pm. Andrea reported that planning is going well and the deposit for the American Legion has been paid. We are near our planned budget.   * Raffle Tickets are ordered and will be ready on January 28. * Flyers and Prime Time contracts which offer childcare for $5 per person went home yesterday. Prime Time will donate the funds back to the PTA. * A tear-off will be sent home in next week’s Tuesday Folders which explains the cash bash and the price of tickets. WHES PTA will hold the tickets until closer to event. Tickets will also be available at the event. * Examples of confirmed raffle items include: Disney tickets, ski resort, Calvert Marine Museum, and Hook and Vine. * Looking at 200 adults attending. * Nahomi will email Mrs. Madison about getting approval from BOE for flyers to be sent to other schools. * We are estimating that we will sell 300 Cash Bash tickets at $20 per ticket. Large prize $1000 and other prizes estimated to total $3000. Prizes will be disbursed via check. * The flyer will be updated to clarify free admission. We will have volunteer security at the event. * Planning happy hour for two hours. We do have to pay each bartender $35 per hour. * Next Spring It On fundraiser meeting is Tuesday, at Dunkirk Starbucks.   b. Hospitality – Molly reported that flowers have been ordered for teachers for Valentine’s Day. Jess will drop off the tax-exempt form to Harris Teeter to keep on file. Maria noted that last February there was a lunch for staff. Bus Driver appreciation is coming up.  c. Passive Fundraising   * Spirit Nights Nahomi Blackman - We will try to do an event in February at Jersey Mikes. Our most recent spirit night from Papa Johns earned $429. Magnets have not been ordered because the prize has gone up. The promo code for Papa Johns is working. Nahomi would like to do another Chipotle night in April. Hook and Vine have offered to do a Spirit Night. Discussion about the small size. Deanna suggested maybe asking them for a WHES PTA discount and there was discussion about Sky Zone. * Box Tops Fanee Mendoza – Second grade is in the lead for the grand prize. There are a few other grades who will get smaller prizes. The bulletin board looks great and has received many compliments.   d. By-laws Committee  Committee formation and scheduling of a meeting - Maria noted that we need to look at the By-Laws. Looking to do a meeting after school one day. Joe asked how much we are able to change the by-laws? Maria said that we need to clarify at-large-member, board, elections, policy, and procedures. Wes said that he is interested in reviewing them but not interested in being a committee member. Sarah said that she would help Maria. Maria stated that by-laws need to be reviewed every three years. Andrea discussed tweaking the position descriptions to align with what the position is doing. Sarah noted that the descriptions would be more appropriate as addendums. Joe asked about reaching out to other PTAs or PTOs so we don’t have to reinvent everything. Maria will review. |
| Old Business: | No agenda items noted. |
| New Business: | 1. Pastries with Parents workplan – There was discussion about: when parents are coming and leaving; coverage for students during the gap from the end of the event until the bell to walk to class; and contact June about students who need breakfast. Molly has contact information for Dunkin Donuts and noted that Giant needs two weeks notice. The gym will be set up similar to Grandparents day. February 14 7-7:30am. Kelly asked about a committee meeting to further plan. 2. Resource Night February 20 – Any needs from PTA? Need volunteers on Monday, February 18 to help set up the Space Themed Art Show. It will be in the gym with an obstacle course. Students will do the obstacle course in their P.E. class during the week. There will also be space themed activities for other resource classes. Andrea said that we will set up Sign-Up Genius request using the document on the G Drive for volunteers. 3. Penny Wars – schedule – Table until our next meeting. 4. National PTA Vote – Currently we pay $2 dues to Maryland per member and $2.25 to National PTA. National is raising their rate to $3.75 and that would leave us at $4.25 per member. Kelly mentioned that the By-Laws Committee may want to look into this. 5. Spirit Wear – Joe noted that EPI is in contact with him about ordering spirit wear. Kelly said that we will wait until the spring. |
| Next Meeting: | Tentatively Wednesday, March 20 at 6:30pm (possibly postpone February 20 meeting due to conflict with Resource Night. Meeting is scheduled for Wednesday, March 20 at 3:40pm. |
| Meeting Adjourned: | Joe motioned and Nancy seconded. Meeting adjourned at 7:42pm. |
| Minutes compiled by: | Deanna Coughlin, Secretary |