# Windy Hill Elementary PTA

March 20, 2019 General Membership Meeting Minutes

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| Date, Time, and Location | Wednesday, March 20, 2019 3:40pm WHES Media Center |
| Meeting was called to order by: | President Andrea Hoover called to order at 3:41pm. |
| Members: | Andrea Hoover, Maria Phelps, Wesley Donovan, Molly Sinclair, Nancy Sorzano, Fanaee Mendoza, and Deanna Coughlin |
|  | 10 additional members were in attendance including Naomi Blackman, who was in attendance via conference call. |
| Minutes: | Approval of the prior General Membership meeting minutes (January 16, 2019). Wesley Donovan motioned to approve the minutes. Joe Cormier seconded and minutes were approved at 3:44pm.  Wesley motioned to approve the December Executive Board minutes. Joe seconded and minutes were approved at 3:45pm. |
| Principal’s Report: | Princi Principal Cleland’s remarks: The company came to measure for the shade structure. Mrs. Cleland submitted the requisition to the PTA. |
| Officer’s Reports: | Treasurer’s Report (Sorzano)  a. Presentation and Approval of Updated Budget - Andrea Presented (See attached budget.)  b. Opening of Community of the Chesapeake Bank account – closing of PNC account.  c. Other updates   * 2nd Grade is the only grade that hasn’t submitted their grant request. * Kelly Raby is requesting a mini grant for (April 25) Brown Bag and Book Night. .Mrs. Cleland stated that there is another grant through ELL covering most of the fee. Maria motioned to approve the request and Joe seconded. The request was approved at 3:49pm, |
| Committee Reports: | Committee updates  a. Spring Fundraiser – Spring-It-On 2019 event review and financial report (Hoover) (See attached report.) There is currently a discrepancy of $32. Andrea is researching and believes that it’s a Square fee. Andrea gave a shout out to Fanaee and the Committee. There was discussion about doing the event next year. It was quite a bit of work, but the revenue was about $9800. The 5th Grade Teachers who didn’t have bids on their Time with Teacher events asked for approval to sell raffle tickets with the money raised going to the PTA. Wesley motioned to have tickets sold at $1 each. Jenn Duff seconded and it was approved at 4:00pm.  b. Events review  i. Pastries with my Peeps event review and financial report (Donovan) - 325 participants. Giant had donuts on sale for buy 1 get 1.free. Spent $282 for the event. The extra donuts were given to the bus drivers that morning and the next. Kelly added that it was well attended. We will add this event to next year’s calendar. .  ii. Valentine’s Day for Faculty event review (Sinclair) - Molly thanked Jen for helping get the flowers to everyone. Molly suggested next year adding a small tag saying it was from the PTA. Harris Teeter wants to partner again next year. Order was placed in November. $60 for carnations and Helwig bought small water tubes for $10. We will budget for $150. Nancy talked about using tagboard and tying it onto the carnation.  c. Hospitality (Helwig) – Presentation of April, May and June event plan (administrative assistant’s day, teacher appreciation week, end of year staff gift/event)   * We want to include the bus drivers with Wawa gift cards. Andrea suggested doing it after the play and MESA. Joe agreed. Spring Break is April 19 and 22. Suggestion was afternoon distribution on April 30. * Wendy Madison sent a message asking what staff members need for supplies so Helwig has this information as well as last years. Need to do a Sign-Up Genius and send out by the end of the week with a due date of March 29. * Teacher Appreciation Week coupons for Summer’s almost here and Keep Calm theme. Do something each day - Room Service Day (Snack drink delivered at a certain day) - Seated Massage/Reggae - Pastry Day – Food Truck and one more day to plan – May 6-10 is May Teacher Appreciation. * May 8 is National Nurse Appreciation Day. * Administrative Appreciation Day is in April. Custodian Day Appreciation Day is in October but this year we will add it in with Administrative Day. * Pre-K and K registration is May 8. * Would like to do something at the end of the year depending on funds.   d. Passive Fundraising - Naomi discussed   * Spirit Nights (Blackman) – upcoming: Saturday, March 29 at Jersey Mikes in Dunkirk - 20% of sales. Naomi is planning Sky Zone in Bowie, Mexico in North Beach, and Cold Penguin. * Boxtops (Mendoza) - Fanaee has about 300 box tops. We won’t receive another check for those until next year. There is a small check coming in., * Harris Teeter - We will be receiving a $400 check which is based on 50 registered families. We have 653 students. * Giant - We have 150 participating families. We will receive a payout when we make a goal. * Amazon Smile is another fundraiser. * Papa Johns pays every three months and we received our last check in November. * Andrea will talk to Amy Duvall about creating an Infographic for how to register.   e. By-laws Committee (Phelps) - We don’t have to submit these any time soon but we need to look at the by-laws. Maria asked for volunteers to join committee.  i. Committee formation and scheduling of a meeting -  ii. MD PTA increase in dues – PTA vs PTO  There was discussion again about the National PTA raising dues so Maria is looking into the difference in PTA and PTO. As a member of the PTA you send money to the state and national levels with representation to lobby. Everything else that you get through the PTA you can get through the PTO. The cost of the switch over would be to a 503C, $200. With a PTO, you we still need by-laws. There will be more discussion at the next meeting. The PTA increase is is increasing from 2.25 per member to 3.75. PTO you can charge dues but don’t have to. We are still paying our insurance no matter what. We will need a solid team if we move from PTA to PTO. If we move from PTA to PTO then we will have to spend money from the PTA account. Maria stated that the PTO will help us if we decide to convert.  f. Cultural Arts – Cormier - Just had our 3rd of 4 events. This was planned last year. In May we will have the Japanese Presentation. We need a committee to pick next year’s events. We need to write grants and get $4 from the PTA too. Discussion of being more deliberate in topics for the curriculum. Joe would like to schedule the events earlier next year and keep one a quarter. Encumbering funds from a future budget. Deanna motioned to approve $5,000 for the 2019-2020 school year. Jenn Lyons seconded and it was approved at 4:33pm. Joe would like a Cultural Arts Committee. |
| Old Business: | Calendar review (Hoover)  a. School supply drive – was scheduled week of March 14 - Now April 12- Jess will do Sign-Up Genius  b. Treats for our Troops (month of the military child) (Mendoza) - We would like to do something April 8-12. Purple Up Day Kelly asked if we can do it the week after due to the Week of the Young Child. Kelly and Fanaee will discuss later. Heroes Breakfast similar to Pastries with my Peeps. Bagels, fruit, cream cheese. She will ask for donations from Safeway and Giant. Also suggested Rolands and Dunkin Donuts. Fanaee asked for the percentage of military families. She will be doing a flyer. Wendy said that they can give a ballpark figure. We could also do a survey. Collect donations books, coloring books, Heroes Wall – collect pictures of students with their Heroes. Currently no budget for the breakfast. Kelly suggested a small committee. Nancy suggested doing this April 15-18. Keeping the wall and donation box up for the month. Heroes Breakfast April 17. Maria motioned and Joe seconded. It was approved for $200 at 4:44pm.  c. April 12 – Spring Festival swap for Family Bingo night – possibly Friday, April 26 at 6:00pm. Family event in April and June. We have the bingo supplies. Jenna and Andrea are willing to work on this event. There are some extra prizes that PTA. This event will be in cafeteria. This is meant to be a family event and not a fundraiser.  d. May 11 – Recycle Crafts - Successful Earth Day event two years ago. We will not have this event this year but will include an arts and crafts activity at the bingo.  e. June 7 – End of year celebration  f. Penny Wars – do we want to schedule this? - Need a chair for the committee. There are many different versions of the event so there is some hesitation. We will collect some money during the Bingo and Supply Kits. There was discussion Kelly Williams, Naomi, and Wes will be the committee and will create a work plan to submit to Board. |
| New Business: | a. School supply kits (Cormier) - Need to send the list to the company by April 12 so they can begin building it and the price.  b. SECAC – April 4 at 6:30pm will be recognized for the Special Education Awards. Benner, Schrom, Sorzano, Lee, etc.  c. Doodle for Google – Jess discussed that the contest winner gets a 30k scholarship and the school gets a 50k grants. Mrs. Cleland asked Jess to send information for this activity.  d. Elections – Nominating Committee – According to By-laws, if we want to have elections then we need to have a committee. Deanna stated that she will finish out the duration of the 2-year position.  e. Field Day PTA Sales – Fanaee asked about selling items for PTA. Mrs. Cleland would like to keep it a curriculum (skills and practices taught) day. Maria added that she believes that it should focus on the students. Mrs. Cleland said that she could talk to Resource Supervisor to see if other schools have PTA sales at their field day events.  f. Amazon smile was hooked up through PNC  g. Play is April 5 and 6. |
| Next Meeting: | Next meeting – Wednesday April 17 at 6:30pm |
| Meeting Adjourned: | Joe motioned and Nancy seconded. Meeting adjourned at 5:06pm. |
| Minutes compiled by: | Deanna Coughlin, Secretary |