WHES PTA BOARD MEETING

September 9, 2019 @ 3:45pm - Sorzano classroom

MEETING MINUTES

Members present: Kelly Cleland, Kelly Williams, Andrea Hoover, Maria Phelps, Nancy Sorzano, Wes Donovan, Molly Sinclair, Naomi Blackman, Joe Cormier, Fanee Mendoza

1. Call to order – at 3:50 by Cormier
2. Approval of June 18 Board meeting minutes – Motion to approve minutes Phelps, second Sinclair – motion passes
3. Approval of August 14 Board meeting minutes – Motion to approve J. Cormier, second M. Phelps – motion passes
4. Approval of agenda – Motion to approve Sinclair, second Williams – motion passes
5. Draft 2019/20 Budget presentation – Phelps – explained budget sheets she presented, offered a correction to move revenue above debits.

Vote to approve draft budget for presentation at Sept 18 General Membership meeting. – Andrea asked for a motion to approve the budget pending adjustment of expected revenues from fundraising ventures (see Sinclair section below) and increase in spirit night revenues (see Blackman below) - Cormier motioned Blackman second – motion passes. Budget after adjustments will be presented at Sept 18 meeting for General Membership approval.

1. Membership update – Lyons (Hoover instead of Lyons)

Status to date – about 150 members so far, lots of volunteers but still asking for help.

Upcoming Membership table volunteer needs – sign up genius is going out requesting help at the membership table on Sept 13 and open house nights.

1. B2S Family Fun Night update – Mendoza

Needs? – 350 RSVP’s, rain plan in cafe’ and gym, ordered 45 pizzas, will use gym equipment if needed, have several volunteers for set-up and clean-up, asking for donations of water and drink mixes

1. Presentation of Fundraising Plan (briefly) – Sinclair

September 2019- Mumraiser- hope of generating $2,000.00

April/May 2020- Mother’s Day Plant Sale- (still waiting for details from Greenstreet) delivery would be Saturday, May 9 hope to generate $1,500.00.

October 2019 Halloween and February 2020, Valentine Smencils Sales? Sales run the week proceeding Halloween and Valentines Day-500 pencils per case- cost per case is $300.00 sales of $1.00 per pencil incurring $200.00 profit per case/ maybe 2 cases per season- possibility of $800.00- leftovers can be used towards future events

Two School Family Dances (ideally winter January and spring April) all families invited, funds generated through ticket sales, refreshments, and small raffle - hope to generate $800.00 per event. Possibly much more. The table raffle at the silent auction 2 years ago raised $1000 alone with just 25 rather small but kid friendly items. The teacher time raffle could be offered at a dance too.

Windy Hill Flea Market- in the Spring profits to be generated through table rental and concessions possible $1,500-2,000.00

1. Presentation of Hospitality Plan (briefly) – Helwig – There are several parents that are interested in being a part of this committee.
2. Spirit Nights update (if any) – Blackman – Suggested the budget increase expected revenues $1,000 more, from $2,000 to $3,000.

Sept. 30th Chipotle spirit night is upcoming. Naomi will get flyer for disbursal.

Vistaprint is offering a deal for Papa John’s promo code on a magnet for $100. Wes thought Papa Johns might pay for that cost. Naomi will work with Wes to get magnets printed.

Oct. Spider Hall Farm spirit night– needs to still contact them with final details.

November - Jersey Mikes

Promo code for ICE Nov. 15th – Dec. 30th includes both a discount and a portion of sales coming in to WHES.

New restaurant 1936 at Rod and Reel complex a possible spirit night in March 2020 when the new restaurant opens.

1. Cultural Arts update (if any) – Cormier – Going to meet with resource team this week at lunch and the team will choose programs then approval by Kelly then Joe will complete the grants to Calvert Arts Council to offset the costs. Supply Kits were a success, Joe will sign the contract with EPI to do the supply kits again in 2020.
2. Addison Rose Donovan trail – new work to be completed – Amy Leach has made a sign, needs to be posted, possible work committee, keeping weeds down. Location of where to post the sign. Wes has the arbor in his garage and will have that done by next weekend and will install. Gradient Construction still needs to come to remove the old bridge and install the new one and add stone. Wes will walk with the company to discuss timing of work to be done. Would also like to have a work party to help clean up the trail for the new school year. Rain barrel needs to be installed for use on the trail to water the trees/flowers. Work day scheduled, Saturday October 5th while the mums are being picked up. Mum pick up is 9-11am. Molly and Andrea will create a sign up genius for both pick up volunteers and trail work party volunteers.
3. Discussion of finding a new Secretary – Hoover – Deanna needs to resign, Andrea asked Alana Sharlow if she was interested in the position – she has yet to respond. If Alana is not interested, we will solicit interest at the Sept 18 meeting.
4. Staff Mini Grants – We have several staff mini grants; we need to write checks for several teachers. Flaim and Markowitz submitted new teacher grants for $100 and those were approved. Sobotka submitted a request for $27 for reusable book boxes and was approved. Maria will reach out to Coughlin and Kirkman to clarify their grant request. Nancy will e-mail teachers about sending in grant paperwork so they can be approved at the next meeting. Need to decide on how staff grants will be handled, for example only for new teachers at a later date.
5. Meeting adjournment – Motion to close by Cormier second by Donovan. Meeting adjourned 4:30pm.