

## PHES PTA Executive Board Meeting Minutes

Date: July 9, 2024

Attendees: Christy Stokes, Denise Zocco, Jenn Askins, Kristen Parks, Lauren Smith, Margaret Mitchum, Rebecca Mathews, Sarah Lewis, Stacy Fernandez

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
Call to Order & Welcome Approval of Minutes	Meeting was called to order at 6:02 p.m. by Vice President Kristen Parks  Minutes approved as written.	
President's Report	Not present	
VP's Report  Kristen Parks	<ul style="list-style-type: none"> <li>● Kristen leaves July 16 - 25 for Spain</li> <li>● Rachel is currently unavailable.               <ul style="list-style-type: none"> <li>○ Contact Kristen for anything until July 15</li> <li>○ Contact Jenn after July 15 - 25</li> </ul> </li> <li>● Kristen has been working on sponsorships, getting grant packet ready for new staff.</li> <li>● All staff back to school breakfast is July 30<sup>th</sup>.</li> </ul>	
Parliamentarian's report  Jen Askins	<ul style="list-style-type: none"> <li>● A lot of interest in Spirit Rock               <ul style="list-style-type: none"> <li>○ Working on the Sign-Up Genius</li> <li>○ PTA board will get access to sign up first. Jenn will send out by July 29th.</li> <li>○ Will go live for the school by August 5th.</li> <li>○ Price will increase to \$25 because of demand and because we have to pay for the platform this year so we can have a one-stop shop that allows sign up and payment.</li> <li>○ There will be options for people who really want to book it but can't afford it</li> </ul> </li> </ul>	
Treasurer's Report  Christy Stokes	<ul style="list-style-type: none"> <li>● Kristen, Jenn, and Christy, and Rachel have access to funds as of July 15<sup>th</sup>. (Still waiting on 1 person to sign form)</li> <li>● Budget amendments are under discussion to ensure the budget remains balanced.</li> <li>● Other conversation               <ul style="list-style-type: none"> <li>○ Mrs. Mitchum confirmed that the PTA cards are being worked on</li> <li>○ Kristen brought up the idea of a Cricut machines for each grade... still under discussion.</li> <li>○ Discussion of documents needed to verify non-profit status</li> </ul> </li> </ul>	Provide feedback on Cricut machine idea

Secretary's Report	Not present	
Principal's Report  Margaret Mitchum	<ul style="list-style-type: none"> <li>● State and district have a new financial system. <ul style="list-style-type: none"> <li>○ Frontline</li> </ul> </li> <li>● People who have enrolled still can't be entered into PowerSchool... a work in progress.</li> <li>● PTAs need to register by August 1st</li> </ul>	<p>1. Margaret will send info about registering the PTA, which is an annual requirement</p> <p>2. All of us need to register as volunteers - Margaret or Kristen will send info</p>
Communications Report  Lauren Smith	<ul style="list-style-type: none"> <li>● Completed sponsorship flyer.</li> <li>● Working on membership form</li> <li>● Requested bios and photos for the website.</li> <li>● Planning for social media. Plan to post 2 - 3 times weekly.</li> <li>● Submitted a request to get Canva nonprofit access... should know in a few days. <ul style="list-style-type: none"> <li>○ Jenn says we were denied last year, but we can use her account if we're denied again.</li> </ul> </li> </ul>	<p>Send your bio and photo to Lauren (<a href="mailto:lesmith922@gmail.com">lesmith922@gmail.com</a>) for the website.</p>
DEI Report	Not present, provided note before meeting that there was no new business	

<p>Events Report</p> <p>Rebecca Matthews</p>	<ul style="list-style-type: none"> <li>● Meet the Teacher is August 5th from 5 - 7 p.m.</li> <li>● Mrs. Mitchum is working on bingo.</li> <li>● PTA will have tables in the cafeteria. We'll have recruitment for committees, bring a sheet if you need help</li> <li>● Trifold of "Where Does Your Membership Go?" to give people a visual <ul style="list-style-type: none"> <li>○ Box tops, Lowe's Foods, etc. - add these to the trifold.</li> </ul> </li> <li>● We'll have a table for spirit wear.</li> <li>● Light music over the speakers?</li> <li>● Plans to send out a Sign-Up Genius or email for each event.</li> <li>● Jenn confirmed that Rebecca and Stacy can duplicate Sign Up Genius sign ups from last year, so they don't have to reinvent the wheel.</li> <li>● Will probably set up around 2 p.m.</li> <li>● We are getting a new art teacher. Rebecca will meet with her by July 30th to discuss the Square One Art dates but will meet with Mrs. Mitchum first and foremost about those dates.</li> <li>● All events will be the same other than the STEAM night.</li> </ul>	<p>-Rebecca will work with Stacy to create visual about where does your membership go</p> <p>We'll need volunteers for the spirit wear table.</p> <p>-will need square and cash box</p> <p>-will need pricing sheet</p> <p>Rebecca to email Mrs. Mitchum about table arrangement for Meet the Teacher</p> <p>Mrs. Mitchum to send Cougar of the Week Soaring to Excellence page</p>
<p>Fundraising Report</p> <p>Denise Zocco</p>	<ul style="list-style-type: none"> <li>● All dining night outs are confirmed except for March and April <ul style="list-style-type: none"> <li>○ March will be Freddy's, but they won't confirm until 180 days out.</li> </ul> </li> <li>● Waiting on biscuit sale dates. Cutting it down to 2 per semester.</li> </ul>	<p>Denise to send Mrs. Mitchum the dining night out information with all the details - handbook goes to print tomorrow</p>
<p>Membership, Volunteer Recruitment Report</p>	<ul style="list-style-type: none"> <li>● Stacy helps staff events by sending out Sign Up Genius sign ups to high schoolers who need volunteer hours.</li> <li>● Finalizing businesses to go on the card.</li> <li>● 15 businesses so far</li> <li>● Planning for membership drive</li> <li>● Mrs. Mitchum reminded us that we have a new family orientation on Sunday 8/4, so have sign up and spirit wear forms ready by 8/4 if possible</li> </ul>	

<p>Staff Appreciation Report</p>	<ul style="list-style-type: none"> <li>● Staff shirts have been ordered.</li> <li>● Made gift tags to go with shirts.</li> <li>● Will go out at the staff breakfast.</li> <li>● Stock the Workroom is Monday, July 29<sup>th</sup>.</li> </ul>	<p>Confirm with Eggs Up Grill that they are coming to Pleasant Hill Elementary School, not the middle school. Also confirm they are bringing coffee because they didn't last time.</p>
<p>New Business</p>	<ul style="list-style-type: none"> <li>● Volunteer orientation is now on Wednesday, August 28th.</li> <li>● Finance review committee will be Stacy, Rebecca, and potentially Andreea (past treasurer)</li> <li>● Review needs to happen before Oct. 1<sup>st</sup>.</li> </ul>	<p>There will be a finance review committee we can serve on</p>
<p>Adjourn Mtg</p>	<ul style="list-style-type: none"> <li>● Next meeting will be Tuesday, August 13th at 6 p.m. in person at PHES library. Will set dates for the rest of the year at this meeting.</li> </ul>	