ACES PTA Board Meeting (07/25/2016)

July 25th, 2016

5:00pm to 6:00pm

Laura’s House

3611 Forward Way (27614)

**Agenda**

**Call to Order**

5:00pm

**Officer’s Reports**

**President**

* Officers signed [Code of Ethics Policy](http://www.wakepta.org/wp-content/uploads/2015/09/Sarah-code-of-ethics.pdf)
* Officers signed [Conflict of Interest Policy](http://www.wakepta.org/wp-content/uploads/2015/09/Sarah-Conflict-of-Interest-Policy.pdf)
* Identified check signers and sign bank sheet (Laura, Jennifer, Jill)
* Officers familiarized themselves with [Uniform Bylaws](http://www.wakepta.org/wp-content/uploads/2015/09/sarah-UNIFORM-BYLAWS-FINAL072410with-letter.pdf)
* Officers familiarized themselves with the [website](http://www.abbottscreekpta.org/) (it has been updated quite a bit this summer)
* Summer Leadership Training will be presented by Wake PTA on Thursday, September 1st.  Registration links will go live on Aug 1st and Laura will send those out once they are live.
* Voted in Members-at-Large – Jodi motioned to accept names as stated by Laura and Jill seconded. All in agreement.
	+ Danielle Kestnbaum
	+ Scott Schnack (Gator Gear) – Scott will focus on a company that will deal with all the money for us. Parents can go online and order/pay and merchandise will be distributed to teachers. Last year’s inventory will be sold at Meet and Greet, etc.
	+ Susan Reynolds (Cultural Arts & Reflections)
* Voted in Committee Chairs – Jodi motioned to accept names as stated by Laura and Susan seconded. All in agreement.
	+ Advocacy (Suzanne Lombardi)
	+ Audit (Jill Organ) – Heather will step down as audit chair.
* Discussed and defined 2016-17 PTA Membership dues.  The suggested amount is $10 per member and the thought is that we will not use membership as a fundraiser.  The additional dollars left per person that we keep will go towards advocacy items like Thanksgiving baskets (turkey gift cards, etc.), teacher grants, water coolers, etc.
* Discussed and defined the membership goal for the upcoming year.  The suggested goal is 300 members (which would give us about $1800 for grants & advocacy). Banners for membership have been ordered. Susan’s insurance agent will sponsor koozies or car decals. Susan is researching and getting bids.
* Discussed and defined timing for monthly board meetings. They will be the 2nd Thursday of each month at 6:30. The next meeting will be on 8/25 and then resume the normal schedule starting 9/8/16.
* Reviewed [Proposed Calendar of Events](https://docs.google.com/document/d/1O-u05o2nSXmOpv-eRNIOPV-LLidhxjqme2RroidPYwA/edit) for the year (THIS IS NOT 100% OFFICIAL)
	+ Family Meet and Greet – Using some budget to provide bottles of water since the event is outside
	+ Food and School Supply Drive – Intent is to bring anything in at Meet the Teacher – likely not enough time to coordinate at this point. Jill suggested bringing food, supplies, etc to general PTA meetings. Those who donate would be entered in a raffle for ACE gear.
	+ Faculty Breakfast is 8/22. Lauren Jones is running with it, Sign-Up Genius has been sent out.
	+ Tissues and Tears will take place in Media Center. Will provide juice and have a few parents who had kindergarteners last year. May also provide donuts.
* Recruitment
	+ Newsletter Coordinator – Goal is to send out a newsletter as soon as school starts. Make sure that the School Improvement Leadership team is listed in the newsletter. There will be a message from the principal, message from PTA, social message and notes about upcoming calendar events.
	+ Restaurant/Spirit Night Coordinator
	+ Welcome to our World Coordinator
	+ Art Show Coordinator
* Welcome Back Newsletter / General PTA Communication this year?  Peachjar / Remind / Bronto?
* Meet the Teacher (Who can be onsite to help with membership drives?)
	+ 1st - 5th (Friday 8/26 from 11am to 1pm)
	+ Kindergarten (Friday 9/2 from 4:45pm to 5:45pm)
* Open House will be on 9/15 and this will be when the first General PTA Meeting will be.  We will focus on membership, events for the year, reflections and communication options for parents

**Vice President (Fundraising)**

* Fun Run & Health Challenge
	+ 30k Goal for this year
	+ Proposed that proceeds will go to shade structure for the open fields, help fund teacher grants and stairwell painting (in the future)
* Fundraising Committee will plan at least one Spirit Night a quarter
* Fun Run is scheduled for 10/27, rain date is 10/28.

**Vice President (Hospitality & Volunteering)**

* Mrs. Trantham and Laura will host a New Family Meet and Greet on 7/30 from 9am to 11am on the school playground. Welcome Back Faculty Breakfast planning was kicked off by Lauren Jones and will be held on 8/22.
	+ During the breakfast Laura will put in a plug for membership and will also hand out Teacher Survival Kits
* Tissues and Tears will be held on 9/6 in the Media Center from 8:45am to 9:30am. This will be a time when Kindergarten parents can come in to the media center and have juice, coffee & muffins / donuts and talk about the transition to kindergarten.  We will have PTA members and former Kindergarten parents present, with tissues.

**Treasurer**

* Review and approve 2016-17 budget
	+ Teacher grant amount, we will need to let teachers know.  It would be good to send a communication to teachers with grant amounts with reference to grant request forms
	+ Will discuss Spirit Wear Drive at the 1st PTA board meeting – will be 2 weeks in duration.
	+ Custodian Appreciation – some budget allotted. There is an early release day on 9/30 – will present appreciation gifts to Brian at the staff meeting.
	+ “Cheers and Beers” will take place in early October at Compass Rose Brewery. Childcare will be provided by Pro 3:5.
	+ 10/21 – Teacher Luncheon – early release
	+ “Grateful Drive” – some money in budget to help. Board will talk through when to ask for donations.
	+ Book Fair – will discuss ideas for events to tie into it
	+ Read Across America – Ricky will organize. Will be done as a school so won’t need PTA to drive it.
	+ Art Night – Will talk to Brian about what he’d like to do. Options discussed were Zoe’s Art Night and the Marco’s Pizza Boxes.
	+ Spring Carnival – Instead of a carnival, do a Food Truck rodeo or dessert and get a DJ in community center parking lot.
	+ School Improvement Plans – Painting the starts inside the building, estimated at $1500.
	+ Shade Structures on the playground – goal is to use Fun Run money to pay for these structures.
	+ Agendas will take place of aesthetic maintenance
	+ Gardens and grounds – new plants for big potting structures at front of school, Round Up, etc.
	+ Clubs
		- Odyssey of the Mind – need parents to coordinate and run
		- Girls on the Run - $205 per child, meet twice a week for 1 hour and 15 min. Due to expense and time commitment, maybe do a 5K ACE run in the spring and include all students. Rachel Sunday has a running club as well.
		- Rachel Sunday and Jill Croy will lead a jump rope club
		- Ricky will sponsor Student Government Association (SGA)
		- Kathy Hamrick will lead Coding Club – 2nd-5th grades
		- Paula’s preference is for teacher run clubs to take place in the mornings
	+ Classroom support – Teachers and TAs get reimbursement for supplies for classrooms. For the grants, teachers submit requests (ex, Weekly Readers for 3rd grade). There will be combined specialist support and curriculum grants. There are 84 faculty total, including office staff. Not all will need money, maybe 65 of them. There was discussion about setting dates for when grant requests are due – consensus was by Christmas break.
	+ The budget will be updated based on today’s discussion. Laura will update the calendar of events.
* Audit
	+ 2015-16 committee is meeting the week of Aug 15th to prepare the 990 audit report, which is due by Aug 31st
* Renew PTA Insurance
* Renew PTA Accounting Software License

Adjourn Meeting

6:30pm