

## Mabry Elementary – PTA Executive Board

### **Meeting Minutes for January 9, 2017 Meeting**

An Executive Board Meeting was held on Monday, January 9, 2017 commencing at 8:05 AM in the Mabry Elementary Media Center. The following PTA Officers and Board Members were present:

Principal	Sherri Frick
President	Melissa MacKinnon
Treasurer	Christine Miller
Corresponding Secretary	Nikki Armstrong
Recording Secretary	Melissa Carlson
Assistant Treasurer	Jennifer Chan
Auction Admin	Kelly Hageman
Hospitality	Courtney Gilner
After School Enrichment	Tanya Owens, Beata Browne
Student Activities	Arianne Corbett
Curriculum Enhancement	Heather DePalma
Faculty Liaison	Christa Henderson
Fall Fundraiser/Dad's Club	Nelson Bosque
Volunteer Coordinator	Kellie Haber
Awards & Recognition	Lisl Unterholzner

#### I. Welcome and Call to Order

- a. The President welcomed board members. The meeting was called to order at 8:05 a.m.

#### II. Approval of the Minutes

- a. The Minutes from the December 5, 2016 Executive Board Meeting were approved as written.

#### III. Officer Reports

- a. President's Report: Melissa MacKinnon announced PTA pictures for the school yearbook will be taken on Jan. 26 at 7:45 a.m.
- b. Treasurers report: Christine Miller gave an overview of the PTA budget to provide members with a comfort level, so they can better understand what is being proposed and what they are voting on. Christine explained that we are a not-for-profit organization which means we don't make a profit and we don't

have assets. All of our income is to be spent throughout the year. An income and expense statement is what we use. Each line item has a column highlighting the budgeted number and a column highlighting its actual income after expenses. When the “actual column” in income reflects a larger number than the “budgeted number”, we have excess funds. We use these overages to make improvements to school grounds and to for the purchase technology students. We do not have a formal process for allocating money. Christine further stated that based on past history results, we are on target with our budget this year. Budgets from previous years are used as a historical tool for planning the following year’s budget.

- c. The President asked Nelson Bosque if all income and expenses have been accounted for the fall fundraiser. Thus far we have received most of the funds for walkathon, but there is still money pending to come in due to the corporate matches.
- d. The President explained that we do our best to budget for ASE programs. We added Friday programs this semester which are an additional cost. She encouraged members to look at the line items they are responsible for, and review cost verses income since we are at a half way point in the year. It is time to look and see if you are on track with your budget. The President made a point of clarification on Amazon orders. All individuals who want to make an Amazon.com purchase must go through the President or the Treasurer. They are the fiscal gatekeepers to our Amazon.com account.
- e. Ways and Means: Village Inn spirit Night is Thursday, January 19. Ms. Grossman is providing math games for students to do at the table with their families. Teachers will be on hand reading books to students at Barnes & Noble. In addition, Ms. Daily will provide art activities at Barnes & Noble. Kindergarten Roundup is the same day (January 19) at 8:30 am in the school cafeteria. Sherri asked for volunteers to assist with giving school tours. Kindergarten Roundup is an informational forum for parents, and is not geared toward kids.

#### IV. Committee Reports

- a. Administrative Report: Principal Frick stated she has heard a lot of positive feedback about the playground improvements.
- b. Auction: Kelly Hageman said the push right now is to follow up with businesses to see if they received their solicitation letter, and if they intend to donate to our event. The number one priority is to get as many donations as we can before the cut-off date of February 10. Family sponsorship letters went out in last week’s Friday folders. Christa Henderson is the teacher point-of-contact for the auction. Wednesday, January 11, is an auction meeting at Kelly’s house. Anyone interested in attending is welcome. “Rock of Ages” spirit sticks are being awarded to students whose families donate baskets and/or auction items. Kellie Haber said she sent out an email asking for auction volunteers. Kelly Hageman ordered yard signs for families to advertise the auction in their home yards.

- c. Curriculum Enrichment: Heather DePalma announced that The Great American Scholar event will be held on February, 17. VIP letters were sent out today to state representatives and school board members inviting them to attend. A letter will go out to students who have military or civil service members in their families inviting them to sit in the VIP section at this event. T-shirts will be made for Great American Scholar students to wear that day. Heather requested a check for 60 new headphones out of technology budget. Heather said we have a total of 4 laptop carts each with 16 laptops. We need to purchase more carts. We need to replace 30 of the older laptops. The older laptops can go to the classrooms where they will still get used. We would put newer laptops in the carts. Our Wi-Fi is more efficient now. Principal Frick said the students practice using the laptops in the classroom throughout the year to ensure that they are very familiar with the devices before testing. Heather confirmed that the district supplies servicing, and imaging to the laptops which is why we purchase them through the district. Heather proposes we use some of our budget overages on purchasing the new laptops for the carts. Heather proposed that we vote at the next General Membership Meeting to be held February 2 that \$20k be added to the technology fund to purchase 30 new laptops on our laptop carts. The proposal should include verbiage that says... Thanks to a successful fall fundraiser, we have the funds in our budget to make this purchase. Ideally we should purchase these computers before testing this spring. It is important to note that the budge overage we vote on at the April meeting will be less than the previous year because we are allocating some of this money to purchase these new laptops.

#### V. Unfinished Business

- a. Bylaws Revision: Heather DePalma lead a team to review our PTA bylaws. Every three years we are required to revise them. Heather reviewed the proposed changes that need to be voted on and approved at the General Membership Meeting, February 2. Heather reviewed changes. A new 4th VP position was added, titled VP of Communications, to take the place of corresponding secretary. The VP of Communications will have a committee to handle the following communications: Website coordinator, Awards and Recognition, Marquee, Homeroom Parent Coordinator, Social Media, Advocacy, Coleman Liaison and School Newsletter. Heather stated we need to create specific standing rules which are separate from the Bylaws. Heather will send Nikki Armstrong revisions to the Bylaws to post on our Website for review.
- b. The President reported that playground and pavilion improvement costs went a little over budget in order to make the area safer. Artificial turf was added in place of mulch to prevent tripping on the courts. Another bench is still to be added. Improvements to the existing water fountain will also be made. The

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wooly pockets are attached. Christa Henderson said how much the teachers like the improvements.

VI. New Business:

- a. The President stated we need a new volunteer to manage the Dolphin Depot next year.
- b. Tanya Owens said ASE registration begins tonight. ASE needs a volunteer coordinator for Friday ASE classes.
- c. Arianne Corbett said the next Walk-to-School event is in February.
- d. The President asked members to check the PTA closet before ordering supplies as they may find the supplies they need in there.

VII. The meeting was adjourned at 9:15AM.

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Melissa Carlson, Recording Secretary

Approved As:

Date: \_\_\_\_\_

Read: \_\_\_\_\_

Corrected: \_\_\_\_\_