

Meeting Minutes for August 16, 2017

An Executive Board Meeting was held on August 16, 2017 commencing at 7:08 at O 'Cocina Restaurant. The following PTA Officers and Board Members were present:

Principal	Sherri Frick
President	Melissa MacKinnon
1st VP Programs & Services	Kelly McGraw
2nd VP Volunteers & Membership	Brandi Whitney
3rd VP Fundraising	Anne Williams
4th VP Communications	Nikki Armstrong
Treasurer	Jennifer Chan
Assistant Treasurer	Christine Miller
Recording Secretary	Rachel Fenton
Fall Fundraiser	Nelson Bosque, Cristina Blunt
ASE	Beata Browne, Tanya Owens
Curriculum Enhancement	Heather DePalma
Dolphin Depot	Leo Gonzalez
Faculty Liaison	Kate Fisher
Hospitality	Courtney Gilner
Student Activities	Arienne Corbett
Volunteer Coordinator	Kellie Haber
HR Parent Coordinator	Kerri Edwards

I. Welcome & Call to Order

The President called the meeting to order at 7:08pm.

II. Items for Approval

A. The Minutes from the May 2017 Executive Board meeting were approved as written.

III. Officer and Committee Reports

A. Principal, Sherri Frick:

- i. Principal Frick thanked all of us for working as a team of volunteers. The schools theme is “Make your Mark” -making everyone feel special. The program was explained to the students. Dynamic Dolphin has been renamed Character Champs. #kindnessmatters
- ii. “Unselfie” is going to be a book study for parents and teachers. The message is to help create more empathic children.
- iii. We have over 800 students at the school. 146 kindergartners.

B. President, Melissa MacKinnon:

- i. The President started by saying that the Principal has an open door. She explained that our school is not “normal”. We have a very large budget and a lot of volunteers.
- ii. PTA shirts will be ordered. They are needed for board members and ASE volunteers.
- iii. All Board members have a mailbox in the office.
- iv. Rembursements - Committee chairs sign on the left side of the form and an officer signs on the right side of the form.
- v. Money in the budget cannot be spent until the first GMM. Currently we are still running on the summer contingency.
- vi. Teachers are given \$10,000 for back to school supplies from the PTA.
- vii. There is a new bulletin board in the copy room. The teachers are supposed to write a note on a sticky note and place it back on the board to promote positive thoughts.

C. 1st VP Program and Services - Kelly McGraw

- i. ASE - Beata Browne explained that the sign up system has been improved. Class descriptions will be in Friday folders. The new software will hold your place for 15 minutes. 65 classes are being offered. Day coordinators are still needed to volunteer. Classes start Sept 11 for 12 weeks sessions.
- ii. Kelly explained that we are trying to designate Mabry a School of Excellence through a national PTA. This Fall, there will be a survey that is distributed to parents. There will be a second survey in the Spring. The goal is to show improvement.

- iii. School services chair is still an open position.
- iv. Arianne Corbett - She wants to put a larger garden at the school. TUB Farms (Tampa Urban Benefit) will help install and maintain a hydroponic farm. The produce would help meals on wheels. Garden would be 400-500 plants (400 sq ft). Student Farmers Market is a possibility.
- v. Leo spoke about Dolphin Depot and encouraging everyone to use the online store. Several items sold out but inventory is being restocked. The store might not be stocked by GMM. The store is being reduced to some core items. The team is working to come up with more items for boys.

D. 2nd VP Volunteers & Membership - Brandi Whitney

- i. Faculty membership has increased - 56 members. 218 parents have signed up so far. Online membership sign ups were up to 60%.
- ii. A second email will go out to confirm directory information.
- iii. A table will be set up at open house to sign up new members.
- iv. Next year we need to have a PTA member at Meet the Teacher in the primary classrooms.
- v. GMM - Brandi needs volunteers to show up 30 min early to check in members. Childcare options should be provided - it is still being worked on. Spirit sticks will be distributed.

E. 3rd VP Fundraising - Anne Williams

- i. Auction - Anne is assembling a team of volunteers.
- ii. She thanked Nelson and Christina for their help on Walkathon.
- iii. Cristina Blunt - Sept 8 is kick off for Walkathon. She discussed that our students are used to getting something for giving. She wants to refocus on enjoying the event instead of getting things.
- iv. Business Partnerships - She has already received \$20,000 in business donations.

F. VP Communications - Nikki Armstrong

- i. 50% of the Sunday Mabry Minutes get read. Special Editions get read by 20%. 5pm on Thursday is the deadline for Mabry Minute. Tell her how long you want the information in the Mabry Minute. Encourage families to sync their phones to the calendar.
- ii. Use mabry.minute@gmail.com to send Nikki any information.

G. Treasurer - Jennifer Chan

- i. Budget will be voted on at the GMM next week. Committees cannot spend more than is what is in their budget.
- ii. Christine Miller will be in charge of deposits this year.
- iii. Reimbursements have a turn around time of 2 weeks.

H. Curriculum Enhancement - Heather DePalma (read by the President in Heather's absence)

- i. Great American Scholar - Feb 16
- ii. Reading Buddies
- iii. 5th Grade Celebration - Sneaker Drive is upcoming

I. Conclusion: The President asked for last minute questions. She reminded us that we are a team and working for the kids. Dropbox is having some issues and we might switch to google drives because of sharing issues. We need a document sharing systems. Office 365 is an option.

J. The meeting adjourned at 8:45 PM.

/RF

Rachel Fenton, Recording Secretary

Approved As:

Date: _____ 8/24/17 _____