

HalePTA



Nathan Hale PTA Board Meeting
August 9, 2010

In attendance: Becky Reed, Evelyn Blum, Diana Curtis, Monica Rogers, Margaret Miller, Rosalie Blaylark, Lynn Henschel (arrived at 7:30)

Called to Order at 6:50

- Becky proposed skipping agenda items 1-3 until Lynn arrives
2nd by Diana (Unanimous)
- Becky reviewed the meeting she and Evelyn had with Lillie Pang
- Our goal as a PTA is both advocacy and fundraising

Lynn arrived

- Review of officer roles:
 - Secretary will log requests for funds (RFF), then they will go to treasurer for payment, then back to secretary.
 - Payments will be made 2 times per month. Once the week of our monthly meeting and then 2 weeks later. We will allow for emergency requests as needed.
 - Lynn will write up procedures.

Communications Chair will send out the first of each month a form for committee chairs regarding their events. The form will also be on the website.

Monica will update the committee chair list and calendar and send them to the board.

Do we need an advisor position to be added to the board?

Diana moved to add advisor position to by-laws
second by Evelyn (Unanimous)

Advocacy Chair? Lynn moved to add to by-laws
second by Diana (Unanimous)

Membership Chair? Becky moved to add to by-laws
second by Lynn (Unanimous)

Secretary will be timekeeper at meetings

- RFF going forward will be logged by secretary and reviewed by Diana Curtis
Moved by Diana
Second by Lynn (Unanimous)
- Diana will review monthly bank statements from Lynn
checking insurance for requirement of 2 signatures
check insurance to see if audit is required
Moved by Becky
Second by Evelyn (Unanimous)
- Audit (Yearly)- Suggested that we use an outside source
Moved by Becky
Second by Evelyn (Unanimous)
Monica will check on fees to have outside source do audit and year end taxes.
- Recap PTA Conference
Watch D.O.G.S- all agreed that we will not buy official kit at this time.
Cost for kit is \$350. We will put this on the agenda for Committee Chair meeting to see about interest. Becky will email teachers regarding logistics of having male volunteers in their classes for extended periods of time, potentially an entire day.

Reflections- Agreed not to start the program this year. Field may try it and see how it goes.

Timberwolves- all agreed to start up a program with the Timberwolves. Rosalie agreed to take this on. We will talk to Lillie about “taking over the school”
All agreed to offer a “free” membership with the purchase of a ticket. Proposed dates are Nov. 4,5, Feb. 18, 21 or March 11.
- Roberts Rules of Order will be used going forward at all meetings.
- 3 for Me (3 hours of volunteering at school)
Agree to use this in conjunction with membership drives
Evelyn will get “official” information from website including promotional materials.
Becky moved to use 3 for Me
second by Diana (Unanimous)
- Lynn proposed agenda change to move to agenda item #10

- Open House
 - Volunteers for Kindergarten night (Aug. 24)-
 - Lynn in Ms. Mathiowetz's room
 - Rosalie in Ms. Olson's room
 - Still need representation in other classrooms as well as library for directory and at tables for events.
 - We will solicit volunteers at committee chair meeting
 - Will do membership drive
 - Volunteers for grade 1-4 night
 - Need someone in library for directory and staffing at tables.
 - Will also do membership drive
 - Margaret will get DVD with slide show for both nights.

- Insurance
 - We have certificate of liability
 - General liability is \$2 Million
 - Accidents is \$10,000
 - Officers are covered \$1 Million
 - Bond \$10,000

- First Morning Coffee's
 - Becky and Evelyn will attend, other board members will attend as they are able.

- Membership
 - Becky will email teachers regarding becoming members of PTA
 - Gift memberships to committee chairs as a thank you.
 - Moved by Diana
 - Second by Becky (unanimous)

- Committee Chair meeting
 - We reviewed and approved agenda with additions talked about earlier.

- Directory
 - Diana already send us each the forms and website info.

- Pay Pal
 - We will review if this is feasible at next meeting

- No Sale Fundraiser
 - Becky will get together with Trisha to get the ball rolling.

- First large forum PTA meeting
 - Membership drive
 - Pizza, childcare- Becky will do a survey to estimate numbers

- Blood Drive
Becky said we have 2 planned. Will discuss more at next meeting.
- Roller skating party
About 100 people attended.
- News from Field
Hygiene drive in conjunction with food drive
Blood Drive
Landscape Committee

Meeting adjourned at 9:00 P.M.