

# SVE PTA

## Board Meeting Minutes

### 9/7/22

#### Attendees

- President: Natalie Gardiner, Co- President: Julene Hancock, Treasurer: Britanie Williams, Secretary: Kenna Toone

Ellie Gilbert, Britney Martindale, Denise Little, Vincent Ardizzone, Morgan Christensen, Brenda Gourley, BriAnne McMullin

#### 9/7/22 Board Meeting Agenda Items

Julene:

- Board Business - Bylaws, Ethics/Conflict of Interest, Fiscal Management. Everyone present signed bylaws and ethics.

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Natalie:

- Exec. Committee -
  - Back to School Night  
Thank you everyone who helped. Things that were a success- Having reflections by the door. Being in the gym, having computers so families could sign up on Memberhub. Using Memberhub for PTA membership, Yearbook, and Tee-shirts. PTA had 95 people sign up that night or the next day. Last year 124 signed up the whole year.
  - Action item: send a list of teachers who signed up for the PTA to Mr. Ardizzone.
  - earned \$70 of profit from the tee-shirts. Like the balloons and the sign at the top of the stairs. Idea for next time to have 5 computers instead of 4. Liked all at one site, Had a food truck and they gave the PTA \$100. Make sure parents know they can get membership, yearbook, and tshirt all at one site.
    - Feedback review (Needs Assessment, school survey, and board interviews)  
Had 11 board members and 4 other people fill out the needs assessment. One family didn't like the Krispy Kreme Fundraiser.
    - Proposed Unit Structure - Flow Chart, Google Drive, Procedure Book  
Action item: update flow chart and share. Have a Google drive for Commissioner to use. Create a google sheet and fill out for event reports. Each commissioner has their own folder with an overview of what is important.
    - Year Calendar - Review and discuss  
September 8th is our General Member meeting. Asked if the location could be moved inside the school. Moved location the Science room #301  
Action item- update the location on Social Media. Ellie completed  
Asked about Reflections budget \$80.  
Asked Commissioners to give a range for their budget. At the General Meeting PTA will vote on the budget for the year.  
Shirt sales end September 16th. Send out a reminder that sales ends September 16th having a Family Movie night, use the flier from last year. Movie voted on was CoCo, asked if anyone has the DVD. Time is 7:30 5 board

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members said they would be able to attend. Chocolate and candy were sold better than twizzlers. Natalie and Julene will get the snacks for the concessions stand.

Ellie is getting trained on School Binder so can post things there. Kira and Ellie are doing the same thing. Do we need to send home paper flyers. Voted to not send home paper flyers and post using School Binder and Social Media

October Even- PTC dinner, Red Ribbon Week, Family Walk.

Action items send out the proposed budget to Board Members

- Hot Topics - Book Fair, 5K, and School Functions

Book Fair- PTA is running the event. Teachers will pick 10 books they would like for their classroom. The books will be placed in a basket so families can purchase the books for the teachers.

Action item: Put the Book Fair on the General Meeting Agenda.

5K- The school runs the 5k. The PTA does have \$5,000 that comes from the 5K. PTA will tell the school what they need to purchase and the school will buy it. Such as paying for dinner for the Teachers from a restaurant. If any one wants to know where else the money goes from the 5k than they can go to Community Council.

School Functions- Have 3 major ones a year. One in Fall (September), Winter(January something with snow)and Spring (April Earth Day and school Garden).

- Commissioner Visions how much would they like for their budgets.

Denise:

- September activity

Class party's \$2 per child for the whole year. Create a Google sheet asking Teachers the name of the Room Mom. Mr Ardizzone sent a message to teachers about \$2 per child and to turn in the receipts. 6th Grade bar b que- parents help and have a budget of \$750.

Tabled for next board meeting:

Britanie:

- Financial Training & Report
  - Proposed Budget - Review Income and Expenses, discuss, refine
  - How to submit receipts - Expense Request forms on pink paper in the office!
  - How to handle budget overages - Donation Receipt

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