

- MINUTES-Board Retreat
- Tuesday, July 26, 2016
- Erin Thacker's House
- FINAL

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**Call to Order:** President Erin Thacker called the meeting to order at 7:15pm. Attendance sheet is attached. Quorum present.

**Secretary's Report, Alison Larsson:**

- Minutes from the Board Meeting on February 22, 2016 were presented and approved as written.

**Treasurer's Report, Erin Thacker for Seung Park:**

- \$100 per grade level will be added to stipend. The individual stipend is \$200 per teacher
- \$350 will be added to the 2016-2017 budget for Go Green as requested by Tiffany Comolli and Meghan Gordon. Their normal yearly budget is \$150 per year for soil, fertilizer, and plants but this year they have asked for an additional \$200 to replace tools, gloves and rakes.
- Year-End Financial Review was done on July 7. The findings were as follows:
  - Not all contracts had 2 signatures. Board was notified that all contracts need 2 signatures.
  - Recommended all cash deposits are counted by 2 people. One instance was found of only one signature.
  - Recommend all passwords be changed for all websites.

**President's Report, presented by Erin Thacker:**

- Reviewed calendar.
- Reviewed Code of Conduct.
- Yearbooks will not be sold at Carnival this year, pre-orders only.
- A yearbook scholarship program such as the one Maple Hills has (donating money for those who cannot afford yearbooks) was discussed but it was decided not to implement one this year. It could be considered in the future.
- Membership Incentives will be Bear Highlighters
- Need Chairs for Advocacy, Reflections, co-chair for Cookie Dough
- Reviewed the membership survey that was conducted in the Spring. We had 80 responses, it was suggested that the board introduce ourselves at the first meeting so that new members know who we are so that new members feel more welcome. There were also some survey comments asking for improved organization of volunteers at events. We discussed ways to improve this, such as contacting or meeting with all volunteers prior to the event to discuss tasks, have a white board at the event with a list of tasks and volunteers, and wear name tags if possible. This would help volunteers know who they need to check in with and what they need to do.

**VP Reports:**

- Communications, Michelle Splaver
  - Reviewed welcome packet which will be available online on August 5.
  - Send information for the September newsletter to Michelle ASAP
- Membership, Erin Thacker
  - Membership fee is reduced to \$19 if purchased by August 31<sup>st</sup>. It will be \$20 thereafter
  - It was suggested that we translate the membership flyer into other languages where possible to hand out to foreign-language speaking families. Teachers will know which languages are needed.
- Programs, Nicole Morgan
  - No Pumpkin Carving night this year, will be replaced with Movie Nights.
- Volunteers: Kristen Slocum
  - Need volunteers for Back-to-School BBQ, Class Packs Distribution/Delivery, Photos

**New Business:**

- Reviewed Standing Rules, made the following corrections:
  - #13 minimum of 4 board meetings
  - #19 “may be presented” rather than “shall”
- Reviewed and Approved Mission and Goals for 2016-2017

**Adjourn:** Meeting adjourned at 9:30pm

Submitted by:

Alison Larsson  
Secretary, Briarwood Elementary PTA 2.6.5