



## FINAL MINUTES

### Briarwood Elementary PTA 2.6.5

Board Retreat

Sunday, July 22<sup>nd</sup>, 2018

*Meeting called to order by Nicole Morgan, PTA President at 7:08PM*

Nicole Morgan's Home

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#### In Attendance

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Attendance sheet is attached. **Quorum Present.**

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#### Approval of Minutes

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Meeting minutes from April 23<sup>rd</sup>, 2018 board meeting are approved as presented.

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#### President's Report

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Nicole Morgan presented report.

- CALENDAR- See attached
- STIPEND GUIDELINES/FORMS- Stipends must be used for materials for CURRENT school year. Teachers will be discouraged for using stipends to purchase consumables in the classroom. If teachers want to use stipends for an educational food purchases, they must receive a pre-approval.
- GRANT GUIDELINES/REVIEW- We decided to reduce our grant sessions to two per year; one in the fall and one in the spring. We discussed the advantages of creating a Grant Committee to review submissions prior to them being presented at a general membership meeting. Teachers do receive Briarwood PTA's Grant Mission statement prior to the beginning of the new school year.
- TRAINING REQUIREMENTS- Next training session will be held at Bellevue High School on August 21, 2018. PTA & the Law will be offered.
- CODE OF CONDUCT- no changes are to be made
- DIRECTORY- PTA members will have the choice to OPT IN if they would like a paper copy of the directory. Otherwise, members will only have the use of the online directory. This measure will hopefully reduce the number of paper directories to be printed and thus reducing costs for printing.
- ADDING COMMUNICATIONS INTERIM- Nicole Morgan has appointed Jen Catherall and Desiree Mostrom as interim Co-VPs of Communications. In September, during the first General Membership meeting, there will be an election for the permanent position for 2018-2019 school year.
- ORGANIZATION CHART 2018/2019- See attached.

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#### Treasurer's Report

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Alison Larsson presented the Year End Report. As of June 30<sup>th</sup>, 2018, checking balance is \$18,275.23 and savings balance is \$15,057.92.

- Treasurer's recommendations for 2018/2019 Budget.

- New line item for All for Books. Current balance is \$1,693.99.
- Reduce Back to School BBQ from \$1500 to \$1000. Move \$500 to Grants.
- Change Carnival Expenses/Income from \$4000 to \$6000.
- Reduce Science Fair from \$1000 to \$250.
- Add Coin Drive for General Fund income \$2500.

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## VP Reports

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- **Fundraising**- Jill Santiago. Planning to meet with Brett with United Fundraising for spring fundraiser in place of cookie dough.
- **Communications**- Jen Catherall will manage website and Desiree Mostrom will manage eBlast, Facebook, and bi-monthly newsletter.
- **Volunteers**- Kristen Slocum; Hand-written notes to all of the Carnival volunteer will be delivered in September via Kid Mail. Need some funds to purchase additional Thank You cards. August 22<sup>nd</sup> is the last Kindergarten Popsicle Playdate.
- **Family Nights**- Kristi Isaacs. Back to School BBQ is being changed to Ice Cream social. Megan Raak is the chair. We discussed what vendor to use so we can fulfill our fiduciary commitment to our membership.

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## New Business

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- REVIEW AND APPROVE MISSION AND GOALS FOR 2018/2019- no changes. 2018/2019 Mission and Goals are approved to be presented at the September General Membership meeting.
- REVIEW AND APPROVE STANDING RULES- See attached packet for changes that will be presented at the September General Membership meeting.
- CLASS PACK UPDATE/DISTRIBUTION-Jasmine Brothers; Edukit orders are due to ship on August 16 to be delivered in a window of time between August 20-24. Once orders are delivered to the HUB, they will arrange delivery to the school. As of 7/22/18, \$10,282.15 worth of orders have been placed.

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Meeting adjourned at 9:42 PM.

Submitted by:

Jasmine Brothers

Secretary, Briarwood Elementary PTA 2.6.5