



## FINAL MINUTES

### Briarwood Elementary PTA 2.6.5

Board Meeting

7/14/19

*Meeting called to order by Jasmine Brothers, PTA President at 3:07pm*

Kristi Isaacs' 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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November board meeting minutes approved as written

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#### President's Report

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- a) Calendar –
  - Skate night added
  - Potential art walk towards end of year
- b) Stipend Guidelines/Form
  - Suggested move submittal date to April 30th to encourage supplies to be used current year and allow for reimbursement before the PTA books are closed for the year
- c) Grant Guidelines/Review Goals
  - Update date in the Mission Statement
- d) Training Requirements – 1 approved WSPTA class
  - Board members aim to have training done by Dec 2019
  - Aug 21<sup>st</sup> PTA and the law Bellevue HS
- e) Code of Conduct
  - Update date in the Mission Statement, otherwise remains the same
- f) Directory – Online/Paperwork Form
  - Awaiting new chair for directory(maybe Jennifer Combs) and sponsorship procurement
  - Considering procurement incentives
- g) Yearbook
  - Awaiting new chair or committee formation – will ask for volunteers on Back to School packet
  - Or exploring Dorian design option
  - Photographer volunteers will be included in all volunteer posts

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#### Treasurer's Report

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- a) Financial review completed last week and no concerns found

- b) Ben Mathis presented report - as of 6/30/19 we have \$29,378.32 in checking and \$15,060.97 in savings
- c) Kristi Isaacs, VP of Com will review bank statement monthly

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## VP Reports

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- **Fundraising-**
- **Communications-** Kristi Isaacs
  - a) Plans to open Briarwood PTA Instagram account – will add link to website and educate members
  - b) Adding a texting platform “Remind” – no cost
  - c) Admins for PTA website – added new board members, plan to educate PTA members at fall meeting
  - d) Weekly E-news deadline the previous Wed for Sunday night
  - e) Bi-Monthly newsletter will be getting a facelift as we move to exclusively online format
  - f) Back to School Packets being compiled
- Erin Thacker – chairing Spirit Wear
- g) Receiving [PTABriarwood@gmail.com](mailto:PTABriarwood@gmail.com) email – will forward anything on to each chair as needed
- **Programs-** 2 Program VP openings still
  - o **Book Fair-** Chair position open
  - o **Field Day-** Chair position open
  - o **VIS** – Chair position open, levy year
  - o **Carnival** – Chair, Co-Chair, and committee lead position open for games
- **Art-**
  - a) Designing volunteer calendar – looking for grade level volunteers to help manage art docents
  - b) Need to get schedule and room requirements to Teri as early in the year as possible
  - c) Hoping to discuss art space that can be shared but still designated so it is tidy and supportive of art education, organize and label art space
  - d) Discussing locking art supply cabinet again for accountability of supplies
  - e) Developing art docent expectations for responsibilities, set up, how space is to be left
- **Membership-**
  - a) Down last year across the district with changes in EVP – need to be more creative in how we reach members

### New Business

- Review Mission and Goals
  - a) Update dates
  - b) Update goal #1 and #8
- Review Standing Rules
  - a) Update dates
  - b) Update #33 regarding social media accounts
  - c) Add #34 regarding situations where rules are silent
- Budget review
  - a) Field days have requested more money – need receipts for donated items to establish budget
- Membership drive – met 97% of goal of 80% enrollment goal
  - a) This year is goal is 566 which is 80% of projected enrollment
  - b) Theme will be ice cream

- c) Free gift item is ice cream scoop
  - d) Will continue punch cards but will remove carnival item and replace with multicultural night and considering returning cards at carnival for summer drawing award
  - e) Memberships dues have not increased so we can keep our dues the same
  - f) Will keep discount for joining PTA but extend date to Sept 30<sup>th</sup>
  - g) Incentives for sign up Drawing before 9/15 - 4 club level Mariner's tickets with basket, Drawing teacher's gift basket, membership contest beginning in September
  - h) Staff outreach has a folder to educate re PTA calendar, stipend form, what PTA does, etc
  - i) Nicole or Michelle willing to help President do a presentation at a staff meeting and will ask if staff liaison will help present
  - j) Considering "I joined PTA" stickers for staff and members  
Budget increase request from \$800-\$1200 for ice cream incentives, basket procurements, freebie from punch cards, bulletin board supplies, posters, contest promotion, interactive table display items - **MOTION : by Megan Raak to accept budget increase to the line item membership from \$800-\$1200- motion seconded; vote no proposed, no abstentions; motion passes**
- Class packs arriving the week before school and will work on distribution plan
  - Box Tops paper/plastic being phased out by 2022 and will have a scannable option – will no longer be able to determine who is donating – will continue popcorn incentive until the program changes
  - Video idea – A day without PTA to show at curriculum night during classroom time
  - Culture for volunteering with the PTA – introductions/name tags, food(needs to be okayed with librarian), volunteer appreciation, streamline meetings, personal volunteer recruiting, more parent education from the principal, improved communication between VP's and Chairs, creative recruiting from the community, board members spread out to welcome new attendees, mixers off site, possible child care offerings for meetings – partner with Bear Club, developing education/orientation manuals for each office to help ease transitions

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## Principal's Report

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- NA for this board meeting

Meeting adjourned:

6:21pm

Submitted by:

Megan Raak, Secretary