



Issaquah School District  
Local Unit 2.6.5

## Briarwood Elementary PTA

### MINUTES

Board Meeting  
Monday, July 22, 2013  
Karin Manning's House  
FINAL COPY

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#### **Call to Order:**

President Karin Manning called the meeting to order at 6:50pm. Nine people signed in (attendance sheet attached). **Quorum present.**

#### **President's Report:**

Calendar: The Working Draft of the Briarwood PTA Event Calendar was distributed.

- The date for Cookie Dough Distribution is TBD, not necessarily on Dec. 3rd as listed on the calendar. Setting a delivery date will dictate our order window.
- This year the PTA may not need a Packet Stuffing Day in August, because much of the paperwork included in the back to school packets has been moved online.
- A complete version of the PTA Event Calendar can be found on the PTA website.

Website: The new VP of Communications, Maria Bassett, has made some changes to the PTA website.

- The menus on the left have new icons and a new organization. A fundraising tab has been added.
- Time sensitive information will be in article form on the main page, and permanent information can be accessed through the menu on the left.
- Briarwood PTA now has a Facebook page. There is a link to the Facebook page on the PTA website.
- There was discussion on whether the PTA should use Facebook and/or a weekly email blast with brief reminders of upcoming activities. This would be in addition to Briarwood's Wednesday E-news and the PTA newsletter.

Training Requirements: Every Board member needs to take a PTA training class by the end of this school year. At least one member needs to attend 'PTA and the Law'.

#### **Treasurer's Report:**

The Treasurer's Report for the 2012 Financial Year (07/01/2012 to 06/30/2013) was distributed and reviewed.

- The ending balance was \$35,680.21, which was greater than the \$30,000 estimated to carry forward to the 2013 Financial Year. As a result, there is an additional \$5680.21 in the budget that can be applied to grants or to increase individual line items.

**MOTION (by Laila Collins) "I move that we approve the budget with the additional \$5680.21 in carryover funds allocated to grants."** Seconded by Tracy Kennedy; no further discussion; vote; **Motion passes**

## **VP Reports:**

### General discussion:

- VP's should encourage program chairs to come to PTA meetings so that they can personally report on the status of their events.
- We want to encourage more people to attend PTA meetings, and assure them that PTA membership doesn't obligate them to volunteer. The PTA is open to the new preschool, and their level of participation will depend on parental involvement.
- There will be a social event before the first PTA meeting of the upcoming school year. The social event will begin at 6pm outside of the library on the engraved Bear Path. There will be volunteer information available.

### Communications, Maria Bassett:

- Program Chairs need to run information through their VPs before submitting to PTA newsletter/website or E-news, so that there's another set of eyes looking at communication.
- The Back to School Packet is online this year (PTA Membership, volunteering, spirit sales, yearbook, passive fundraisers, and payments).
- No paper orders will be taken for memberships, spirit wear, or yearbooks.
- We will request that all payments be made online via PayPal. It is not necessary to have a PayPal account to make a purchase through PayPal.
- We currently have about 500 users on the PTA website.

### Programs, Hollie Archibald and Erin Thacker:

- Hollie oversees the following programs: Yearbook, Bellevue Art Museum, Gift a Book, Parent Ed, Popcorn, Scholastic Book Fair, Science To Go, Student Directory
- Erin oversees the following programs: Art Docent, Book Swap, Camp Colman, Community Outreach, Field Day, RAH, Spirit Sales, Staff Appreciation Luncheons, Staff Appreciation Week
- Louisa volunteered to chair Staff Appreciation Luncheons. A chair is still needed for Teacher Appreciation Week.
- Spirit Sales- This year we will be selling socks, knit caps, and backpacks in addition to a variety of shirts.
- The Community Outreach Program will need more helping hands. More information is needed from Beth Donahoe regarding the scope of the Community Outreach Program this year and whether or not we will continue the Briarwood Booster Program.

### Family Events, Louisa Pardo:

- There are chairs for all programs except Tea & Tissues and Science Fair.
- Louisa plans to contact all chairs with date of their event, budget, outline of what they will need, and suggested time frame to accomplish.
- Carnival is currently chaired by 3 people, but this year we may want to consider also having a Carnival Planning Committee. There is money in budget for buying new games. There will no longer be stilt walkers, and the DJ's playlist will be screened for appropriateness.
- Science Fair: Beth Donahoe and Tracy Kennedy may chair, but both are 5th grade parents and will need shadows. It is not yet determined if this year will be a Science

Fair or Invention Convention. If it is an Invention Convention we will need support/guidelines from the SciTech teachers since it is a model the PTA hasn't used before. There is concern that an Invention Convention will be difficult for young students. There is an \$800 budget, so it needs to benefit whole school. We need to get feedback from Mr. Terry before deciding on the format.

Fundraising, Tracy Kennedy:

- eScrip vs Amazon- with eScrip Online Mall we get a % of what is purchased. With Amazon we earn 4-8% depending on the item, its category, and number of purchases per month. It is difficult to see which is the better deal. Since we're already well partnered with eScrip we will continue to work with them. ISF already uses Amazon, and we don't want to compete with their fundraising efforts.
- Bricks- 34 bricks have been ordered for a profit of \$469.72. Engraving is scheduled for August 7.
- Jog A Thon- A packet will be sent home with every student, but will also be available online. We will give receipts for donations above \$250. This year will be flat donations only, and kids will collect the money when they ask for pledges. Pledge money is due on Jog A Thon day. There is no big incentive this year for Jog A Thon. There was discussion of having an after school movie or family movie night as the incentive. We would need to purchase a movie license. Mr. Terry will be consulted to get his opinion.
- Cookie dough discussion tabled until the next meeting in interest of time.

### **New Business:**

Review and Approve Mission & Goals for 2013-2014: Briarwood PTA 2.6.5 Mission & Goals 2013-2014 were distributed and reviewed.

**MOTION (by Tracy Kennedy) "I make a motion to approve the Mission & Goals as presented."** Seconded by Laila Collins; no further discussion; vote; **Motion passes**

Review and Approve Standing Rules: Briarwood PTA 2.6.5 Standing Rules were distributed and reviewed.

**MOTION (by Tracy Kennedy) "I make a motion to approve the Standing Rules as presented."** Seconded by Laila Collins; no further discussion; vote; **Motion passes**

**Adjourn:** Meeting adjourned at 9:15 pm.

**Next Meeting:** Monday, September 16th at 6:30pm, in the Briarwood Library.

Submitted by:

Diane Oberg  
Secretary, Briarwood Elementary PTA 2.6.5