

Madison's Trust Elementary School (MTES)
PTA Executive Board Meeting
August 12th, 2016

Meeting Attendees

- Sam N., Ashley T., Michelle L., Chintan (joined via conf. line, Hung up at 1:25) , Siddhi S. , David S. (left at 2:30) , Laura G. (left at 2:30), Kim P., Donna C (VAPTA- Left at 1:49)

1. Calling the meeting to order

- President Sam N. called the meeting to order at 1:04 PM

2. President's Update

- Approval of the Meeting Minutes- Approved Meeting Minutes from 7/22.
- Standing Rules update- Should have standing rules by the next board meeting.
- Tax Exemption for VA has been approved.
- The Popsicle event is now closed, as all funds have been deposited and items reconciled.
- PTA website is live!

3. Treasurer's Update

- Announced Resignation from Treasurer's position, due to a personal matter.
- He will help train the new treasurer.
- Per Donna C. all accounts, passwords and transition must occur to PTA president at this time. She also provided assistance on next steps.
- Sam & Ashley will coordinate the transition within the next week.
- Chintan left meeting.

4. Principal's Update

- 10,500 books were unpacked and organized in the library in 50 minutes.
- All the bulletin boards are completed. 15 Parents volunteered to work on it.

5. VP of Events

- Teacher Luncheon on 8/26. Eggspection will be providing lunch. Coordinating lunch pick up.
- Items needed for the event- Membership table.
- Corner Bakery (sterling) will provide the muffins and coffee for tears and cheers. Sam will pick up.
- Reminder for Parents night out at Top Kick.

6. VP Of Fundraising

- Spring fundraiser will be Boosterthon. Michelle provided agreement to Sam to review and Sign.
- We will receive \$100 from the Zone Spirit night.
- Still working on confirming dollar amounts from other spirit nights (Rubinos and Chophati).
- Motion-** To approve funding to order BOX TOPS supplies. Motion was 2nd and approved.

7. Secretary

- Motion** – Permission to utilize the CH2V online merchant processing for the PTA website? Motion was 2nd and approved.
- School Supplies Summary- we sold 289 kits w/ a profit of \$1435.00. The profits were used to purchase supplies for those in need.
- Jillian, Outdoor Garden Chair, will reach out to meet Mr. Stewart and coordinate the garden / edible garden for the spring.

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- Requested for room in the Main Office for history box and PTA mailbox.

8. Secretary

- Membership chair presented the results from the Popsicles with the principal event:
 - 48 new memberships: 38 families, 2 individuals (of which 3 are staff members)
- Membership chair requested Real Estate in the Newsletter from Mr. Stewart, he agreed.

9. Membership

- Counts for July Membership will be provided to Sam.
- Tables for membership will be at Back to School Night, Open Houses, and Educational Night (ASEP Night).
- Working on School Campaign, and online membership form.

10. New Business

- **Motion-** To order 2 new CHIP readers. Motion was seconded and approved.
- **Motion-** Changes to proposed budget:
 - Change Fall fundraiser from Silent Auction to TASTE and change budget amount to \$20,000
 - Fun Run Change Budget amount to \$20,000
 - Change Donation amount to \$10,000
 - Remove the 2 duplicate line items for silent auction.
 - Motion above was seconded and approved

11. Meeting Adjourned.

- The meeting was adjourned the meeting at 2:54 PM.