

EISENHOWER PTSA MEMBERSHIP MEETING MINUTES SEPTEMBER 27, 2017

The meeting was called to order by Alisa Yee at 6:40 pm

In attendance

Alisa Yee, Jennifer Neeleman, Ann Johnson, and Mishelle Hills

Approval of Minutes

There were no minutes from a previous meeting to review and approve.

Treasurer's Report

The last Treasurer's Report from the previous board was reviewed and approved.

Financial Review

The Financial Review for the 2016-17 school year still needs to be completed. Alisa has looked at it and Jennifer will also take a look at it and once review is done they will sign off on it.

Bank Signers

It was approved that the bank signers for the 2017-18 school year will be: President, Alisa Yee; Treasurer, Jennifer Neeleman; and Secretary, Ann Johnson.

Bank Statement Review/Non-Signer

It was approved that Mishelle Hills will be the non-signer who will review the bank statements each month.

Bank Statement Fee

It appears we are being charged \$5 a month for the bank statements to be mailed out. Ann will ask at the PTA Region Conference next week if we can just have the Treasurer print off the statement from the website for the non-signer to review. We will also ask the bank if this fee can be waived.

Mission Statement

We reviewed the current mission statement and approved to leave them as is and that we did not need to add goals to it.

Conflict of Interest Form

This form was handed to the Board members to fill out and return to Ann to file with the Secretary binder.

Bank Signers Change

Alisa has already been in contact with the bank to inquire about changing signers, ideally it would be best if all three signers could go together with the minutes, Alisa will send out date options.

Fundraising

We reviewed the operating costs and discussed what fundraising things we should do. We will definitely participate with the PE department again for the Fun Run as this is a large fundraising. Alisa has also already established a Dinners Ready fundraiser, and filled out the forms to be a part of Fred Meyer's community partners program. Other ideas are to do Jamba Juice at the school, and some dine-to-donates at Boston, Panda Express, Boston's and possibly a similar event with Elevated Sportz.

PTSA Calendar

Alisa put together a calendar of meetings/events for review. It was approved.

Principal Update

Alisa spoke with Mr. Allen and he has requested that the PTSA provide balloons for the first day of school. Alisa will pick up and Mishelle will deliver.

Required Training Information/Options

Alisa provided some upcoming trainings that are available including the Region 7 Conference next week and another one to be held in September, plus new this year will be PTA and the Law via webinars. Ann is attending the Conference next week.

Marketing Needs

Ann will post all information to the website as well as manage Facebook. It was requested for her to add the following needs/advertising:

- Reflections and Box Top Chairs Needed
- Dream Dinners
- Hot Dog and Donut Truck at Curriculum Night, sponsored by PTSA
- Ongoing fundraising with Amazon Smile, eScrip, Box Tops, and Corporate Matching

First General Meeting Agenda

The first meeting will be held on September 27 at 7pm, if needed there will also be a Board meeting beforehand at 6 pm. Here are some items that will be on the general meeting agenda:

- Nominate/Elect Mishelle Hills into the Vice President position.
- Financial Review report
- Budget Changes: We made some changes to the last approved budget that we will present for a vote at the general membership meeting. We just combined some things together, removed items that we weren't doing and adjusted some figures to account for the current year situation.

Membership

Alisa will be the Membership Chair this year. It was brought up that the Membership forms were done incorrectly, listing the Family price at \$13 instead of \$30 so we will need account for that price difference. We all turned in our membership forms to Alisa.

Committee Updates

Alisa updated us on who was running what this year and what chairs were needed:

- Ike Wear – Rachel Norn
- Box Tops – Erin Palmer will count and mail once in the spring but does not want to chair
- Communications – Ann Johnson
- 8th Grade Dance – Chair Needed
- Staff Appreciation – Chair Needed or Board by default
- Reflections – Chair Needed, Alisa can possibly do it if we can't get anyone else
- Staff Grants – Board
- Golden Acorn and Outstanding Educator Awards – a past recipient from last year would be ideal for this, Alisa suggested Mishelle consider chairing this
- Student Store – Audrey Sisco
- Fundraising – Alisa Yee
- Membership – Alisa Yee

Staff Grants

We discussed how often we wanted to offer/approve staff grants and what kind of criteria we wanted to establish. It sounds in the past there were not a lot of requests from staff and we wanted to increase this. We will send out the grant forms to staff now, again in September/October, and one more time at the beginning of the November for the Board to review and approve at the November Board meeting. We will do another round of grants sometime in the spring. We will wait to see how many requests we get before establishing criteria.

Staff Appreciation

Alisa brought up some different ideas and we suggested the following:

- Continue to do Thanksgiving Pies, letting teachers request what kind of pie they would like. In addition to asking for pie donations we will also ask for \$10 donations to be used to purchase pies.
- For Fall Conferences we would like to do sub sandwiches and power snacks like protein bars, fruits, veggies, etc.
- For the Staff Appreciation week in the Spring we will look to cater meal(s).

New Business

Alisa asked if we wanted to look at offering Parent Education nights but we all agreed that families seem too busy for this and that the District already does this.

Next Meeting

September 27th – 6 pm for Board and 7 pm for General Membership

The meeting was adjourned at 8:20 pm