

**Calvin Smith PTA Agenda and Minutes**  
**Wednesday, August 19, 2020 (10:00am-11:30am)**

Virtual

**Next Meeting:** September, 4 2020 9:30am Virtual

**Members Present:** Kami Huntsman, Lora Wright, Cyndi Beck, Andrea Chan, Karen Yorgensen

**Members Excused:**

**Conducting:** Kami

**Reverence:** Kami

**PTA Basics:**

Purpose and Mission of PTA- The overall purpose of **PTA** is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. **Keep this purpose in mind when we are making decisions for this school year.**

Teachers Grants- **We will come up with a way to make this a little more clear for the teachers and maybe include a scenario so they can understand it more clearly.**

Guests of the School-Always sign in, what you hear and see in the school stays in the school. **THIS YEAR no in school volunteers. Because of this we will have to plan ahead. Decorate outside of school hours, make packets and handouts ahead of time and let the teachers distribute them...**

Handbooks and Bylaws- **Kami and Cyndi have copies of these and will do their best to abide by them.**

Membership-Every board member **MUST** be a PTA member. **Every person put in charge of an activity for the school must be a member. We can have people join the PTA as needed throughout the year.**

PTA Closet-Keys are kept with Teresa at the Front Desk: **We can store PTA stuff in them. Make sure to return the keys when you're finished.**

Copies and Thursday envelopes-Anything sent home must be approved by Principal by Tuesday, put in teacher envelopes by Wednesday **GOING DIGITAL** but same process. **We may need to look into who will not have email addresses and need a hard copy. Kami will look into that and we will need to compare how many email addresses we have of the parents.**

Volunteer Hours- Document in the Binder but we may want to start telling volunteers to send their hours by email or on a google document if needed. **Make sure to document every hour including babysitting hours.**



Bulletin board and display case- Should we move where the minutes are posted with new office?  
ALSO there is a bulletin board in the hall, any ideas what should be on that? We will use one of the bulletin boards in the hall for reflections. We will check into posting the minutes in the front entryway to the office along with online.

Accounts and log-ins- Given to Board Members

**Goals:**

Overall theme or focus- Courage to Continue

Market our PTA- Increases virtual presence. Utilize banner whenever PTA sponsors event  
Group Me/Remind? Make sure to use the banner for any of our activities.

**Membership:**

Membership- How to get more/new people involved- incentives for signing up?

MemberHUB- Need to make sure all members in memberhub also have contact info in gmail properly labeled.

The school purchased a software that may be better for communicating than gmail or memberhub. Need to wait and see. But how can we best utilize memberhub now?

Great for member store but what should we sell? Already have 44 memberships and 4 donations.

Andrea was put in charge of figuring out these items. We will need to have a reward for members by the end of September. Our PTA member numbers increase greatly when we have an incentive. Kami and Cyndi will get her the budget for this. Kami will come up with a way to make it clear what our membership dues go towards. Andrea will focus on ways to increase donations to Calvin Smith PTA rather than just memberships. Other ways to earn money are: Amazon Smile, Box Tops, Coca Cola, Etc. (Boxtops are a pain now!)

**Reflections:**

Online new platform we can utilize from the school level up. PTA.org/Reflections Meaning school receives entries and electronically submits? How to proceed with awards etc due to COVID? Last year there was an awards assembly with trophies and prizes and dj dance party.

Theme: I matter because...

Karen will organize this and look into if and how Principal Dunn will allow the artwork to be displayed in the gym. Karen will think about making the due date before UEA weekend in October. Karen will use the bulletin board in the hall for reflections.

**Treasurer:**

3 check signers-President shouldn't sign own checks- Added Kami and Cyndi to the Bank Account on 7/15/20 . Checks need 2 signatures.

Change names on bank account- to Lora, Kami, and Cyndi

Credit card payments- still not allowed

Conflict of Interest and Basic Fiscal Management- Cyndi please get this ready for the first meeting. We will need to e-mail out to all members on board or anyone making purchases for PTA.

Budget-make sure money is going to kids. Do any amounts need to be changed because of COVID. How can we better use funds for distant and face-to-face learning. Fundraising may be less so spend less? Needs to be approved and have meeting minutes submitted on memberhub by Sept 15th **We may keep the same budget even if we don't use as much this year.**

Form 990 Confirmations on memberhub by 9/1 related to IRS filings  
AFR also needs to be submitted on memberhub

Insurance, was it purchased and confirmation requirements are on memberhub

**We will need to find a way for others to sign these forms electronically.**  
**Cyndi will add a category for the benefit of the kids called something like a Student Awareness with Mental Health category under it. We will use this category to pay for things to help with the children's mental health. Possibly a little activity bag for children to use at home.**

**Secretary:**

Agenda- time is valuable. We need an agenda sent out via email before meeting. meetings need to be shorter than 1 hr on recorded zoom.

Minutes-typed, read and approved at following meeting, signed by board, kept by treasurer, copy on google drive, posted for public when business conducted. How does this need to change with covid?

Newsletter- how often and what content? **Once per month? Includes upcoming events and such. Let's add a section for kids mental health to the newsletter.**

Social Media- how often and what content **Let's post the newsletter once per month along with reminders of upcoming events.**

Proof read 5 ways to make money for our school

Fundraising ideas?

**PRESIDENT:**

Meet the Board newsletter needs to go out ASAP

Changes with covid, how can we adapt and what activities need to adjust?

Gratitude cards/ emails sent to those who help and support our school. **We will make sure to send these to all volunteers.**

## **Upcoming Events:**

Back to School Night- isn't happen so what can we do in place of BSN for the students/parents/families

First Day of School-Sign Gypsies? Place in the front of school and possibly mark the classroom doors?

Membership-Skate Night or alternative district asked us not to meet in large groups what can we do instead? [Andrea will come up with this.](#)

Spirit Nights: [We will be doing a lot of these this year. Kami is still waiting to hear from Cafe Rio and another restaurant. We already have 2 at Chick-Fil-A and 4 at Zupas scheduled.](#)

## **Business:**

Monthly meetings- First Wednesday of the month 9:30 AM? Zoom? Voting for 48 hrs after the meeting? How to share info? Who to create zoom and then subsequent e-mails and survey? [Lora will help with this.](#)

40th Anniversary- never got to celebrate, do we need to do anything? [We will not worry about doing any more with this.](#)

Calendar- Waiting to hear from Principal on what our PTA can actually do in the school

Board- Give suggestions for new people. There are open spots needing to be filled. Make a google form? Wait until we know what activities we can actually have? [If you have anyone in mind please share or invite them to help.](#)

Monthly Awards- how can we utilize this to unify school that is split with learning styles? [Let's keep doing spirit day but move it to Thursdays and tell the teachers to invite the at home children to participate if they'd like to.](#)

Staff Birthdays- any ideas,

Student Birthdays- changes for covid? [We may spend more money by delivering gifts to all of the students.](#)

## **New Ideas and Programs:**

Great Artist- need to follow up [We will look into a more home bases program.](#)

Other miscellaneous-

Outdoor classroom

Chalk the walk

## **Questions/Concerns:**

**Signature:** *Lora Wright*