

Barnwell Elementary PTA

Executive Board Meeting

Friday, 8/16/2019

Barnwell Elementary

Minutes

Board members in attendance: Ryann Kennedy, Ryan Uptegraph, Jennifer Miers, Jennifer Matheson, Sogol Zebarjadi, Molly Risner, Emily Glahn, Megan Gann, Michelle Erste, Lauren Limbaugh, Ece Potter, Erin Kadzis, Kate Kuehn, Melanie Stezzi

Mr. Neuhaus and Mrs. Lee also in attendance

The meeting was called to order at 10:11am

A **motion** was made and **passed** to adopt agenda

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Principal's report:

- New Mission statement
- enrollment up from projection 744 vs. 738- 3rd grade is full
- Thank You to PTA for School Box shopping spree
- 1:1 device in 3rd-5th
- new operations system- Infinite Campus
- via SGC cafeteria options available- limit 1 desert/kid, no extras etc. visit My Payments Plus or email cafeteria manager

Treasurers report:

- Jennifer met with auditor July 2, 2019 to hand over the books and 7/24 books were returned and copies of 990 return were mailed to GA PTA and IRS
- on 7/25 copy of PTA audit and financial review form were sent to GA PTA
- Reviewed proposed budget- attached
- Batch summary- attached
 - shows different #'s b/c of batch 8 from Open House- PayPal Here app puts hold on PayPal account and once reviewed, Jennifer will move over
- Audit and Discrepancy report-attached
 - fee is higher b/c of separate audit of Barnwell play and 5th grade events. Also had to clean up QB and void out old checks from 2013-2015

President's Report

- Tabled discussion of Spirt Wear move to fall under membership
- Board meeting time confirmed for first Friday of month at 9:00am
- Discussed division of responsibilities- board members should attend all events in order to run cashbox, support the event etc.
- Discussed social media responsibility- reflection of the school
- CoVps and chairs need to divide responsibilities and communicate- go to Ryann and Sogol wish issues
- Shout outs/Kuddos- Michelle, Ryan, Molly, Jen, Emily, Kate, Jennifer, Megan
- Reviewed the 2019-20 PTA calendar
 - movie night date change tabled
 - play 2/6 and 2/7
 - Book Fair
 - Staff Lunch 2 days- 11/7 or 11/14 and 5/7 or 5/14...checking with Susan for best dates

Unfinished Business:

- Membership tool kit training 90 min. webinar \$75- Molly to send out 3 dates
- Tabled PTA website updates

- Open House Review and new ideas
 - o Move tables for better flow
 - o Pre- Open house, all hands on deck
 - o Possibly add membership to all levels
 - o New Family/Welcome table
 - o 5th grade ambassadors
 - o PTA tees

New Business:

- Business partners-Publix Liaison- Michelle and Erin. Need to push Publix Partners new system and they now request 1 month notice for donations requests
- Looking to add a Volunteer Coordinator position- possibly copy parent volunteer
- Spirit Night dates set
 - o 9/10 Bruster's
 - o 10/23, 1/23, 5/6 Sky Zone
 - o 3/2 Charlton's
- Discussed fundraising goals, incentives and possible levels of support

Volunteers of the Month- Erin Holloway, Laurie Blaney, Nicole Rothwell
Business Partners of the Month- Sky Zone, Publix, Children's Dental Zone/
Brookhaven Orthodontics, Mathnasium

Meeting adjourned 12:10pm

Minutes submitted by Kate Kuehn