

# Westowne Elementary PTA

## Meeting Minutes

Wednesday, July 24, 2019

Attendees: Carrie Differ, Marie Grant, Sarah Fondelier, Olga Mason

1. 2018-2019 Budget Overview and 2019-2020 Budget Building
  - a. Lima's Chicken
    - i. The check was picked up and is going into this year's budget. The total from the event was \$360.
  - b. Outstanding Issues
    - i. A check was redone for Ms. Ingle in the amount of \$75
  - c. Surplus
    - i. There is an approximately \$18,000 surplus from 2018-19 going into 2019-20.
    - ii. The Board discussed a \$2,000 subsidy to the Drama Club.
    - iii. The Board also discussed a \$1,200 subsidy for "Offer Books" for the 2019-2020 Book Fair.
    - iv. A 5<sup>th</sup> grade dance was discussed and will be added to the Overall 2019-2020 Budget.
  - d. Budget Review
    - i. The Board reviewed the preliminary budget presented by Treasurer Sarah Fondelier.
2. General PTA Items
  - a. Bylaws – Distribution/Submission to Maryland PTA
    - i. The signed bylaws were sent to MD PTA
  - b. Updated Board Membership/Distribution to Westowne PTA membership
    - i. Marie will send the update in the next Membership Update email.
    - ii. Additionally Marie discussed moving to MailChimp for the membership mailings.
  - c. Insurance
    - i. Insurance has been paid
  - d. Crowd management training
    - i. Olga and Carrie will complete the crowd management training
    - ii. Cost of the training is \$20
  - e. Miscellaneous
    - i. National PTA dues went p to \$5.75 per person. However it will not affect our budget. PTA Membership fees will stay the same
    - ii. Forms
      1. Olga will review/update PTA membership forms and put on the website
      2. The Rewards program needs to be updated in the forms. Giant Food is no longer applicable and BoxTops needs a new reference for the new program.
3. Drama Club
  - a. Vendors
    - i. Drama Learning Center

- b. Production Fee
  - c. Parent Solicitation/Committee
    - i. A group has begun looking for options for the Drama Club
  - d. School club Budget?
    - i. Tentative \$2,000 Subsidy from PTA
4. Pre-K/Kindergarten Playdates
- a. August 17<sup>th</sup> 10 am, August 25<sup>th</sup> 2 pm
    - i. Mari and Carrie will attend the August 17<sup>th</sup> event
    - ii. All 4 Board members will attend the August 25<sup>th</sup> event
  - b. Publication, staffing, snacks for each
    - i. Olga will make flyers
    - ii. Marie will get snacks and promote the event on the Academy Heights FB page
    - iii. Carrie will promote the event on the Overbrook, Medwick Garth and Ingleside FB pages
    - iv. Sarah will promote the event on the Westgate FB page.
    - v. We need to make sure to have stickers and t-shirts available.
5. Teachers and Staff Welcome Back Lunch
- a. Need a date from Mr. Palmer (likely week of August 26-30)
    - i. Marie will email Mr. Palmer about the best dates.
  - b. Sneak-A-Peek/Ice Cream Social –
    - i. Ice cream gallons from Sams – Carrie or Marie will buy the ice cream
    - ii. Olga’s husband to do a snowball stand as well
  - c. PTA membership forms
    - i. Olga will update the forms to make sure we have some on hand
  - d. Plan for lunch
    - i. Lunch will most likely be Costco lunches
  - e. Volunteer Outreach
6. Restaurant Nights
- a. Analysis
    - i. Sarah will work on an analysis to see if some nights are better or some locations are better
  - b. Volunteer
    - i. Marie will reach out to Robin Decker who led the program last year
  - c. Flyers
    - i. We need to discuss with Robin about flyers.
    - ii. Flyers should go out 2-3 weeks in advance.
7. Parent Directory
- a. Megan/Mary Ellen outreach?
    - i. Marie will be emailing Mr. Palmer to discuss some item and will include this in the email.
    - ii. Join Our Class/coordinator?
      - 1. Updating /message
    - iii. Flyers?

8. Fall Fest
  - a. Dates (Note Mari is out of town Oct 18-20)
    - i. Preliminary Date is October 12
  - b. Overall Coordinator
    - i. Sarah will aks Mary
  - c. Silent Auction – Sharon/Jessica?
    - i. Sarah will ask Sharon
  - d. Vendor/Performances
    - i. The same as last year, or we can ask the coordinator for new ideas
  - e. Canned Food/Coat Drive
    - i. We can still do the canned food and coat drive to Catonsville Emergency Assistance (CEA)
9. Trunk or Treat
  - a. Date? (October 26 or 27?)
    - i. Preliminary date is October 26 with a rain date of October 27
  - b. Purchase Candy
    - i. Olga will look into the cost of purchasing candy
    - ii. We also need to look into Westowne plastic bracelets
10. Box Tops
  - a. Coordinator – Kristin Sharp
    - i. Kristin is confirmed to be the coordinator
  - b. Phase Out to App/Receipt Scan – “Box Tops for Education”
11. Other Clubs
  - a. Coordinator Needed ASAP
    - i. Marie will reach out to Laia Tinderman
  - b. Other Changes?
    - i. Will put out email – Olga will make flyer
    - ii. Sarah will ask Banneker
12. 5<sup>th</sup> grade Committee
  - a. Leadership
    - i. Stacie, Amy Hennessey, Evie, Meg Bowers, Megan Shawkeer – Concessions
  - b. Solicit Volunteers
    - i. Olga will update the flyer
13. Movie Nights
  - a. Reached out to Lals
  - b. Dates
    - i. Preliminary date is November 8<sup>th</sup>
14. American Education Week
  - a. Coordinator
  - b. School Expectations
    - i. Marie will add this to the email she is sending Mr. Palmer

15. Holiday Shoppe

- a. Coordinator
  - i. Need to put a call out
- b. Dates
  - i. Preliminary Date is the week of December 9
  - ii. We will ask for donations beginning in October

16. Scholarships

- a. Other Schools
  - i. Scholarships are only for students at Western or Catonsville H.S.
- b. Gaver Form

17. Website/Newsletter/Weekly Updates

- a. Switch to Another Service for Newsletter
  - i. Mailchimp
- b. Webmaster for Website
  - i. Olga will be the new Webmaster
  - ii. Marie will work with Olga on doing this
  - iii. Olga will scroll through the website to make sure things are updated
- c. Weekly Updates
  - i. Olga will make weekly updates on FB

18. Miscellaneous items

- a. Book Fair Coordinator
  - i. Megan Shawker
- b. Twitter
  - i. Sarah will start tweeting again through the Westowne PTA Account
- c. Winter Ornaments
  - i. Shannon Rice will take care of ornaments & candy/spiders/etc. for Fall Fest
- d. Supplies
  - i. Sarah will order paper
- e. Ways to spend down budget surplus
  - i. Clubs
  - ii. Field trips
- f. Baltimore County Translation line
  - i. We will try to promote the BCPS translation line in our flyers
- g. Membership Drive
  - i. Raffle off restaurant gift card or membership
- h. Revenue ideas
  - i. Read-a-thon
    - 1. Link to Book Fair/Literature night?
    - 2. Olga will reach out to Ms. Cvengros
- i. Assemblies
  - i. Board is going to research assemblies that we can have at the school