

Horizon Elementary PTA Board Meeting

August 20th, 2018

Call to Order: 11:17am.

Approval of Minutes: There are no previous meeting minutes to approve.

Financial Report: No report to review. We will review a report for July and August 2018 financials at the September Board Meeting.

Teacher's Report: There wasn't a teacher present at this meeting.

Principal's Report: Principal Erdly wasn't present at this meeting.

Unfinished Business: No unfinished business to review during this meeting.

New Business:

- As the new Board for the 2018-2019 school year, we reviewed and agreed upon the following topics:
 - WSPTA Board Standards of Conduct
 - Horizon PTA Board Commitment Form
 - Horizon Elementary PTA Standing Policies and Rules
 - Minor edits/updates were made by Samantha Bowman. Motion to approve by Kim Wells and 2nd by Caitlin Strub.
 - Will move forward to get vote on member approval at Fall General Membership Meeting.
 - Washington State PTA's purpose, issue passage and implementation efforts, PTA network, by-laws and guidelines, standing chairs and committee chairs, types of committees, how are committee chairs appointed, positive actions, branding and marketing and PTA perception.
 - Horizon PTA Deposit Form
 - Horizon PTA Reimbursement Form
 - Horizon PTA Bill and Invoice Payment Form
- Board position duties/responsibilities include, but not limited to the following:
 - *President*
 - Meeting chair, spokesperson, manages the SOA, appoints committee chairs, ex-officio member of all committees, communicates information, reviews all pertinent emails, discussions, meetings, representative at council, representative at region/state/national.
 - *Vice President*
 - Assumes duties of president should president be unable to complete them, membership, fundraising are the top priorities.
 - *Treasurer*
 - Keeps accurate and detailed records of the PTA accounts for funds received and disbursed, pays all authorized financial obligations of the PTA, provides monthly financial reports, annual financial report, prepares and files legal paperwork, insures adequate insurance in purchased, insures a clear policy for money handling and online banking is in place, submits books to the financial review committee.
 - *Secretary*
 - Records meeting minutes as well as distributing minutes to board members, assists the president in preparing the meeting agenda, issues notice of meetings, keeps an up to date membership roster, keeps current record of all committees.
- Volunteer Lead Chair will be Jessica Morgan:
 - Keeping track of PTA events that need volunteers, reaching out to parents and helping to insure that all events are properly staffed with volunteers, among other important duties related to

volunteers.

- Board members that are signers on the bank account and can sign checks:
 - Samantha Bowman, Kim Wells and Caitlin Strub.
- All cash handled during PTA events needs to be by a PTA member (preferably a Board Member, but not required).
- Board to discuss the previous year's in-school field trip with Pacific Science Center. Concerns that K-2nd grades had very little participation.
- Open House is Tuesday, August 28th from 5:30pm to 7:30pm:
 - Arrive to start setting up at 4:00pm.
 - \$100 budgeted.
 - Set up separate tables for membership and volunteers. Additionally, there will be tables for art docents, spirit wear and Watch D.O.G.S.
 - Kim Wells and Sara Sas will create membership packets and table display.
 - Ways to help the school: Amazon, Fred Meyer Rewards, Box Tops.
 - Discounts received as PTA member, including logos, etc.
 - Provide ways to connect with PTA, including Facebookgroup, email, website, etc.
 - Incentive for joining PTA during Open House to include a drawing for \$25 gift card and possibly some form of Spirit Wear (pencil/lanyard).
 - Jessica Morgan will organize and set up volunteer table and info:
 - Volunteer opportunities paper available to parents.
 - Incentive for turning in volunteer paper during Open House to include a drawing for \$25 gift card and possibly some form of Spirit Wear (pencil/lanyard).
 - Lindsey Shumway will organize and be available at the Art Docent table.
 - All Board Members will take turns covering all tables as needed.
 - PTA will provide Otter Pops to all families attending Open House.
- Tears & Cheers is the first day of school on Thursday, August 30th:
 - Arrive at 8:00am to start setting up in MPR (coffee, set out food, put up membership and volunteer displays).
 - Start cheering on students at 8:35am. Have a few Board Members inside MPR running membership and volunteer station during this time. Have remaining outside to cheer on students.
 - Parents will be prompted to go to the MPR once their child is in class. MPR open until 9:30am.
 - PTA to provide and serve coffee, pastries (Costco) and fruit (bananas, etc.).
 - \$50 budgeted.
 - Board Members to greet and cheer on students as they enter (red carpet, bubbles, party horns?).
 - Samantha Bowman will send out an email with more details soon.
- Events to review in upcoming board meetings:
 - Carnival Date!
 - Silent Auction:
 - Should it be part of the Carnival as in years past or make it a separate event, possibly including an Art Walk, Spaghetti Feed, etc.
 - In-School Field Trip (as noted above).
 - McTeacher Nights
 - Movie Nights

Meeting Adjourned: 4:20pm.