

Perrywood PTA Executive Board Meeting Minutes
September 8, 2020

Welcome

- President Courtney Hawkins called the meeting to order at 6:05pm
 - Winsome Falby, Na'ilah Bowden, Debra Campbell, Summer Johnson and Shamekia Price were in attendance.

Introductions/roles

- President Courtney Hawkins
- Vice President – Winsome Falby
- Corresponding Secretary – Shamekia Price
- Recording Secretary – Summer Johnson
- Treasurer – Debra Campbell
- Membership Coordinator– Na'ilah Bowden

Treasurer info

- President emailed financial materials to Treasurer.
- Will coordinate bank visit to grant the new Treasurer access to our Capitol One Bank account.
 - The past treasurer has been removed.
- We are unable to have a bank card for the account at this time.

Receipts

- Receipts should always be submitted and are required for reimbursement.
- Make a copy and give original to Treasurer.
 - VP suggests posting a photo of the receipt in group me as a backup method.
- President submitted receipts for a \$226 check for insurance and a \$304 check for website renewal.

Storage of documents

- Treasurer may choose specific method of storage but it needs to be electronically documented and the VP and Corresponding Secretary should always be copied.

Reports (President will send to the Treasurer)

- President has access to account and can download specific statements and reports if needed.

Membership info

- Membership payments are our largest revenue stream.
- Five dollars goes to MD PTA and the balance goes to our school.
- We can change the rate if deemed necessary.
- We no longer accept Cash App payments, we take payments through Memberhub.

Memberhub

- Memberhub is Maryland PTA's system.
- They can create websites, run fundraisers, reports and more.
- They accept payments for membership and mail out PTA cards to us.
 - We mail in payment for the amount of cards used.
 - We return any unused cards.
 - Reports can be exported with member information.
- Shamekia set up the Memberhub account.
- Copy President on all correspondences.

Perrywood PTA Executive Board Meeting Minutes

September 8, 2020

- Board members pay membership fees.

Secretary info

- The Corresponding Secretary sends out email correspondences, manages website, flyers and social media.
 - Maintains email account and filters questions to the appropriate recipient.
 - School emails are sent out through the PTA email.
- The Recording Secretary keeps up with documentation, ensure things are proofread and there is continuity.
 - Maintain detailed notes, in the event MD PTA ever asks to review.
 - They maintain reports, facilitate and distribute Agendas for general meetings, and takes meeting minutes.
 - Minutes should be made available for Board review no later than 2 weeks after the meeting.
 - Notes should be reviewed by the Board and revisions may be requested.
 - A final copy should be sent out to all Board Members.

Note taking (start/end time, attendance, reports, agendas)

Meeting schedules (Mrs. Poole)

- Dates for the rest of the year have been sent out.
- Meetings will be held Tuesdays at 6pm.

Should we try to have monthly general body meetings?

- The majority would like to continue with monthly general body meetings.
 - VP suggested also resuming the collaborative workshops with the testing coordinator.
- President will reach out to Ms. Poole about resuming general body meetings virtually.
- Perhaps the last Wednesday of each month would work.

Fundraiser ideas for the year

- Chipotle reached out to see if we want to do another fundraiser this year.
 - We made twenty-two percent off of the sale
 - **Question - Can we get discount if people order online?**
- We made around \$300 last year in conjunction with trick or trunk where we connected with Berry Dental.
 - We gave out candy, gift bags, toothbrushes.
- Last year, we weren't able to do the Chic Fil A fundraiser, but it is normally done in September for back to school.
 - Chipotle would normally be in October.
- Yankee Candle is currently not doing fundraisers.
- Mid-Atlantic Fundraising reached out but our experience (last)less year was less than desirable.
- Double good fundraiser is an easy fundraiser but there is a shorter time frame if the sale is online.
- Our continuous fundraisers are Amazon Smile and the Donation Shed (clothing donations).

Perrywood PTA Executive Board Meeting Minutes

September 8, 2020

- The Shed donations cannot be processed because the facilities aren't open due to COVID.
- Last year, we had a Spiritwear fundraiser but the company took a high percentage.
 - We were planning to work with a parent this year who reached out about his t-shirt business.

BTS Night (Monday 9/14)

- Ms. Poole will provide pre-recorded Welcome and Staff Introduction videos.
- The form for parents to submit questions in advance have already been sent out.
- VP does not think we should take questions on spot.
- **Question – Will Ms. Poole attend?**
- The teachers who attend will be put in a raffle to win an additional \$50 Amazon gift card.
- Corresponding Secretary will send out another meeting invite and one more the day of.
- We will hold a run through prior to event to test everything out.

Contact information has been shared with MD PTA

- Board members may receive correspondences from MD PTA.
- MD PTA offers training and online tools.

Background check. Needed by the end of Oct.

- Background checks are good as long as your child is enrolled.
- If your child ever leaves the school district, you must re-register.
- Background checks have been received from Summer and Debra.
- Na'ilah needs to submit by end of October.
 - She already has it and will send over copy.

Meeting adjourned at 7:05 pm.