***PERRYWOOD PTA MONTHLY EXECUTIVE BOARD MEETING***

***SEPTEMBER 28TH @ 7:00 PM***

***LOCATION: PERRYWOOD ELEMENTARY CONF ROOM***

***ATTENDEES:***

**PRESIDENT: MYNEKO BROADHURST**

**TREASURER: DAVID HAWKINS, JR.**

**SECRETARY: KIMBERLY ARMFIELD**

**CORRESPONDING SECRETARY: SHAMEKIA PRICE**

**VP OF SPECIAL EVENTS: EDNA WEST**

**CO-CHAIRS OF FUNDRAISING: TONIA JUSTICE AND ROBYN GOLDSMITH**

**NON-VOTING MEMBERS**

**MEMBERSHIP COORDINATOR: CAMICHA LEWIS**

**VOLUNTEER COORDINATOR: DANIELLE ANDERSON**

***PERRY WOOD ATTENDEES*: PRINCIPAL POOLE AND MRS LOUDEN (PTA TEACHER REP)**

**Minutes:**

Meeting called to order at 7:00 pm by President Broadhurst. She passed out an agenda and provided all the Board Members PTA binders. Binders should be returned to President Broadhurst at end tenure as PTA Member. President Broadhurst will provide copies of the Bi-laws and a finalized budget report for each binder.

Mrs. Louden was introduced as our new PTA Teacher Representative and all Board members introduced themselves

**Financial Report**: Our Treasurer, David Hawkins, provided a financial/income statement report. We currently have 89 members. The budget will be finalized and approved by the Board members at our next scheduled meeting. Board will receive a spreadsheet with actual financial numbers in October. As of 9/28/17 we have $4,516.00 in the PTA Account.

Principal Poole thanked the Board for their support and stated that FLC for September was a great turnout. She stated that assessments will be coming up and mentioned scheduled early dismissals dates and planned to ensure the Robo calls are scheduled to remind parts of the early dismissals days. She also said she would check with the outside vendor who provides calls to Parents when kids are out of school and ensure calls are going out at the appropriate time. Principal Poole would also remind the teachers to work with the PTA in regards to any assessments on October 9th due to Men Make a Difference Day scheduling.

**President’s Updates**: President Broadhurst reminded all Board Members to respond in a timely fashion to all GroupMe PTA topics and continue to be responsive. Each Board member should understand their roles and responsibilities and must be proactive with providing any copies, flyers, and/or updates to the Board members. Follow up is key and being proactive prior to events will ensure the PTA’s success.

Follow up on September’s Events: President Broadhurst asked Mrs. Louden to follow up with the teachers and submit feed back on all PTA Events,.

* Teacher Breakfast on First Day Back to School – This event was a success; however, the teachers requested eggs and turkey sausage for next year. Overall everyone felt this event was a success.
* Back To School Night – Board received great feedback and it was helpful to have T-shirts on display and the boards! The time scheduled was good and parents appreciated the timeline. It was suggested that next year more board members participate by speaking as well along with the President. It was also suggested that all the front doors to the schools be unlocked in order to move the parents into the gym little faster.
* Popsicles at Playground – What a success! We had approximately 150 parents and students participate. Board all agreed that 6:00 pm is a perfect time to start the event and we need approximately 350 popsicles next year. Walmart has the best prices for the popsicles and we spent $40.00. It was suggested we have a teacher rep next year for each grade to interact with parents – especially kindergarten. The President suggested no name badges, but PTA T-shirts were a success. The Board will vote on a 2nd date for another Popsicles at Playground and a uniform exchange. Ms. Mathews (School Counselor) recommended we do an undergarment and sock exchange as well.
* Membership Drive Update- Going well and positive feedback.
* Spirit Wear Drive – Going great! Parents and teachers are really excited about the shirts and new logo. The PTA Table out front in school lobby is working well. Some teachers have requested additional colors for our next drive. President Broadhurst will check with the vendor to see if we can add names to the t-shirts and provide additional colors and long sleeves. We have made $800 with 70 paper orders and 96 online orders vs $200.00 raised in 2016 Drive! Each shirt is a $4.00 profit and hoodies are a $2.00 profit.
* Restaurant Night – the turn out was great at Chick-fil-a! President Broadhurst suggested that we pass out panther bucks at specific times in order for Board members not to have to stay the entire time - 6:00 pm to 7:30 pm was the suggested time to add to the flyer for next month.
* General Body Meeting-Principal Poole recommended that the PTA put out the PTA sign up sheets before the PTA Meeting and FLC commence on FLC month schedule. President Broadhurst will change the menu slightly for our PTA General Body Meeting. A relationship will continue to be built with Dunkin Doughnuts to provide coffee for events. Doughnuts will be purchased from a cheaper source. Principal Poole and President Broadhurst will work out a more efficient plan to transition PTA General Body Meeting over to FLC Workshop Teacher in order for parents to know when the General Body Meeting is over and FLC workshop commences.
* Grandparents Day Event – President Broadhurst apologized for the confusion with this event and will ensure the next flyer is specific with the activities for the day and location. It was suggested by the grandparents that we hold a ‘grandparent’s day event inside the school; serve treats in a bag as they pick up their kids or have kids make something for the grandparents. Overall the event was appreciated.

**Special Events**:

* Men Make a Difference Day, October 9th – President Broadhurst passed out the flyer for this event and asked all Board Members to provide feedback and participate if their schedule allowed on October 9th. However, President Broadhurst and Principal Poole will kick off the event but let the men run the day. Specific directions will be provided to all the men participating and all panel speakers will be updated. Principal Poole will ask teachers if they want to utilize Room Parents to assist on Men Make a Difference Day Event on October 9th.
* Life After Perrywood for 4th and 5th Graders Agenda is being finalized. Mrs. Louden provided a suggestion for a parent who has a student at a School of Arts to speak and President Broadhurst will follow up. She also shared with the Board a thank you letter that was written by one of her students thanking the Board for their support!

October FLC Workshop topic is Workshop for Parents to discuss College and Career.

**Fundraiser Update** – Robyn stated that we raised a total of $219.87 at Chic-fil-a night. October 18th is Chipotle Night at the Watkins Park location and a flyer will be needed by all at this event. The Board will vote if we will schedule a restaurant night for November. The Board will need to review a ‘groupon’ option for the kids.

We will need items to be provided for an upcoming Raffle in December along with Gift Certificates. More information to be provided by the Fund Raiser Team. Principal Poole approved for candy this year during our February Candy Gram!

The Yankee Candle Fund Raiser is all set for October 16-30th and delivery will be 2-4 weeks after orders are in. Forty percent (40%) of sales will go to Perrywood! A flyer will be provided. We will also have a shoe/purse drive in February or March 2018. It was recommended that we continue to use our PTA table in front lobby of the school.

**Volunteer Update –**Danielle stated that approximately 30 parents have signed up to volunteer. We have eight volunteers for Men Make a Difference Day and four photographers. ***Board Members are to confirm if they can participate in this event on October 9th.*** If anyone has any recruitment suggestions see Danielle.

Shamekia will send out an invitation to tour the Raven’s stadium to Board Members.

**Membership Drive Update**- Camicha stated that we have 114 PTA Members!

Danielle invited everyone to attend the Autism Walk in Washington, DC on October 7th. If anyone has any ideas for **Hispanic Heritage Month** please see Danielle.

**VOTED DECISIONS**

1. Board voted on a request from Ms. Schiery asking for support for First in Math, Battle of Books and Spelling Bee for a total of $500.00. Board voted and approved for an amount of $500.00.
2. Board voted on a request from 2nd Grade to fund an overage for the Scholastic Magazine campaign for $209.00. Board voted and approved for total of $209.00.
3. Board agreed to Print monthly student of the month pictures. Tonia and will ensure pictures are printed. A disk will be left in PTA Box monthly by Ms. Lennox.

**ACTION ITEMS FOR NEXT MEETING**

1. Principal Poole will ask teachers if they want to use Room Parents for PTA activities and follow up with Danielle.
2. President will ask T-shirt vendor if we can order long sleeve shirts, heather grey/white/black color shirts and adding names to shirts on our next t-shirt drive.
3. Board will need to vote on the next T-shirt Drive date for 2018.
4. Robyn will need to provide the flyer for parents and kids to use on October 18th at Chipotle Night.
5. Robyn will provide the ‘groupon’ for Board to review for kids.
6. Tonia will provide the flyer information to Shamekia for Yankee Candle Drive.
7. Mrs. West will donate undergarments and socks to Mrs. Mathews.
8. David will send Board Members a Financial Excel Spreadsheet in October.
9. Board will need to vote on a 2nd date in 2018 for Popsicles on Playground and plan to invite a teacher representative for this event.
10. Board will discuss a possible additional Grandparent day activity in 2018.
11. Tonia print monthly student of month pictures for Ms. Lennox.
12. Board will discuss ideas for possible November Restaurant night.

*Meeting ended at 8:45 pm and closed by President Broadhurst.*

***NEXT PTA BOARD MEETING IS OCTOBER 26TH AT 7 PM – PRINCIPAL CONF ROOM***