

6/6/2018 MJHS PTSA BD TRANSITION Minutes

Start time: 6:37PM

Attendance:

Erica (secretary for Courtney)

Shannon

Robin

Andrea

Amanda

Angela

Nadia

Lani

Angela- Treasurer

To do: will call GA PTSA about them cashing membership check, last of membership dues (over \$1000)

- go to bank and get dual signature checks and add signers: President, Treasurer, Secretary (backup signer)
- Reimbursement Check Request Form must accompany all documentation for any disbursement of PTSA funds

Go over 2017-2018 end of fiscal year financial Profit & Loss report

Spirit Wear: we double our expenses on spirit wear, initial order is huge but order to replenish supply needs to be made mid-year

- Went over budget for spirit store order but budget can be adjusted as needed throughout school year (proposal for GA vote/approval)
- Order for new inventory needs to take place to have product by July 22nd
- Candice Lesure will coordinate spirit store this year, Erica will email Robin and Candice to get that started

* School-wide open house, need to confirm dates for orientations, open houses, etc.

Andrea-

To do:

General assembly meetings need to happen around specific events

- 1st GA for budget, membership, and other business
- Nominations Meeting
- Elections

We wanted to get input from Mo, but our tentative dates. The first date is the closest date to 3rd Monday (excluding Mondays that are the first Monday after a break). The backup date is if the first date falls on a major conflict with something major on the school calendar like testing).

- Executive Committee meetings:
 - Angela Russell says Executive Committee needs to meet monthly to review the financial report.
 - Tentatively we're talking about 1st Wednesdays at 6 pm at KroBar. Probably need some ongoing emails to find a recurring time that works for all of the members of Executive Committee. (Shannon & I would both like to remind you that doesn't include us!) By the date of the first General Assembly meeting we're supposed to have the dates and times of all of the Executive Committee dates and times for the school year.
- Governing Board doesn't need as much specificity of dates and doesn't have as much of a need to meet monthly, but probably would tag onto that same time slot as Executive Committee when needed?
- General Assembly meetings
 - 6 pm August 20 (backup August 27). This meeting will select the
 - 6 pm October 22 (backup October 29)

- o 6 pm January 21 (backup January 28). This meeting will select the Nominating Committee.
- o 6 pm April 15 (backup April 22). This meeting will include the election of the 2019-20 school year.
- In addition, we want to ask Principal Danser if he plans to set his coffee dates at the beginning of the year. If he does, we would like to mark those dates also as PTSA General Assembly but note they are mini agendas or limited agendas.

Nadia- Hospitality

Collaborate with School sanctioned programming to maximize attendance
ie Wellness Day (students & staff)- reach out to Coach Curry and Counseling department

Mo-

Reach out to Principal Danser to request pre-planning meeting with PTSA board to establish Calendar of Events and discuss goals and objectives for school year.

Lani-

Get with Jeff to review/assess ROAR template
Help Shannon with membership poster

Robin/Amanda-

Fundraising Brainstorming
- Dine Outs (Robin wants to reach out and schedule as many early on)
- Erica sent Sponsorship Packet Draft, will compile and send dine out contacts/forms
- fundraising committee will meet Monday

Adjourned sometime after 8:30PM