

MINUTES

Riverhills Elementary PTA Minutes

Date | time 8/7/2014 9:30 AM | Meeting called to order by **Jamie Malloy**

IN ATTENDANCE

Jamie Malloy, President, Laura Kane, Treasurer, Heather Bruton, Communications Secretary, Brenda Strickland Hospitality Chair and Darlene Seufzer Secretary. Angela Stuesse Volunteer Coordinator and Tara Brown, VP Programs

APPROVAL OF MINUTES

- The minutes were read from the August meeting, motion was made to approve, motion seconded and minutes approved.

MEMBERSHIP

Membership cards are in. Jamie discussed tracking membership and the different avenues we could take. Last year we used mail chimp, not the best. Right now it is all in Excel and it can be exported to whatever format we need. Laura stated to Tara that VP of membership, ways and means & programs is available.

TEACHER WELCOME BACK BREAKFAST

This is on Monday at 7:15a.m. Discussed what type of foods to bring, Jaime is thinking egg dishes and fruits. Tara can drop off egg dishes in the a.m. There will be 60 – 70 people to feed. We have a Publix gift card to help out with this. Jamie & Tara egg casseroles, Laura will do fruit parfait, Brenda will bring coffee stuff.

We will bring shirts for teachers to buy; we will do two gift cards for teachers to get in a membership drawing. Darlene will get two gift cards for \$25 each from Teacher's Helper, these will be donated by Access Welding & Fabrication. Heather will provide juice and creamer.

BULLETIN BOARDS

Need to be updated by 8/18/2014, Heather will update all bulletin boards, including publix board.

MEET & GREET

Also discussed how big the take home packet is and what to leave out. Laura discussed possibly having a sign off sheet for kids to get candy, they would take sheet around and get signed off and bring to PTA table for a piece of candy. Discussed signage for wall behind table and not overwhelming parents. Heather is in the process of creating a board and attachments. We all agreed with her ideas! Darlene will make some bows for meet and greet.

FIRST DAY PACKETS

Need to be ready by 8/11/2014. 1st day packets will need to be done next week. Discussed all the copies that we need and how to accomplish getting them done. Discussed the size of the packet and how to save on paper and

handing out too much information to the parents all at the same time. Jamie would like to find a company to donate copies.

We also discussed Boo Hoo breakfast and what we are bringing.

WELCOME BACK NEWS LETTER

Jamie discussed goals for the year, upcoming events, volunteer opportunities, box top reminder & officers & vacancies. Tara discussed open positions and what she wants to step into, VP of programs, Jamie nominated, Darlene second and voted unanimously.

VOULENTEERING

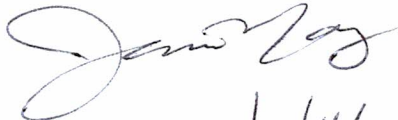
Angela went through the different types of volunteering.

NEXT MEETING

8/26/2014 8:30 AM, Riverhills RM 109

Motion to adjourn was made at 11:00 a.m. and was passed unanimously.

Approved As:



Read:

Date:

10/9/14

Corrected:

Date:

Agenda

Summer Planning Meeting 2

Riverhills Elementary PTA

8/7/2014 9:30AM

1. Administration
 - a. Membership cards are in
 - b. Tracking membership
2. Teacher Welcome Back Breakfast
 - a. Incentive gift card for raffle that day
 - b. Have polos and spirit shirts there to sell
 - c. 100% teacher participation goal
 - d. Who can be there to help?
3. Bulletin Boards – need updated by 8/18
4. Meet & Greet
 - a. Signage
 - i. Volunteers
 - ii. Membership
 - iii. Uniforms
 - b. Homeroom parent sign-up sheets for each classroom
 - c. Membership Packets
 - d. SERVE forms
 - e. Have bulletin board(s) redecorated (Join the PTA, goals for the year, etc.)
5. First Day Packets
 - a. Need to be ready by 8/11
 - b. Need volunteers to help school prepare
6. Welcome Back Newsletter
 - a. Goals for the year
 - b. Upcoming events
 - c. Volunteer opportunities
 - d. Box Top Reminder
 - e. Officers & Vacancies