

PS 130 PTA Executive Board Meeting Minutes

Monday, September 14, 2020

Virtual Zoom Meeting - 6:30 PM

Beginning Time: 6:35pm

Attendance: See introduction below.

Exec Board Introduction & Roles

- Executive Board
 - Committees
 - Introduction of Members
 - Mel Boller - Co-Prez
 - Emerson Sykes - VP for community affairs/diversity & equity committee
 - Lisa Zelznick - Chess committee chair; outdoor learning committee
 - John Son - Treasurer
 - Ashley Kreamer - Communications Secretary
 - Gretchen - VP for after school
 - Mimi O'Connor - VP of social events
 - Lorne Lieb - Treasurer
 - Christopher Hiatt - Co-chair music committee
 - Siobhan - Co-chair garden committee with Nina
 - Karyn Anonia - Communication Secretary
 - Marivi Manaluz - Art committee / yearbook committee / PTA graphics
 - Kara Murray - VP of fundraising
 - Alyson Campbell - Art committee
 - Matthew Brown - SLT
 - Liz Edmund - Co-Prez
 - Carol Wei - Chair of health & nutrition committee/co-chair of music committee
- Welcome
- 501(c)(3) Rules Re Political Activity
- By-Laws & Procedures:
 - Liz will share By-Laws via email
 - Roles (pages 4-6)
 - We all get votes
 - Anyone who's a parent are members
 - Committees
 - Amend to include new committees like Chess committee

- SLT delegate (sec 3.7, p. 6)
 - Nominate Matthew Brown to be SLT delegate
 - Approved
- Meetings (Article V - Sec 2, p. 11)
- Reimbursement Requests
 - Reimbursement form in google drive; link will be sent out after meeting
 - Fill that out and send via email, sign by email with image of receipt
 - CC Liz and Mel
 - If you purchase something not budgeted for, must request approval from board first
 - Submit promptly, preferably within in the month at the latest
- Konstella
 - Use as primary communications platform
- Google Drive
 - Trying hard to share all docs created and stored on google drive
 - Contact Mel & Liz if you need to be connected to the PTA drive

New Business

- Outdoor Learning Update (Lisa)
 - Parent Empowerment Team (PET) Chaired by Lisa
 - Identified the basic tasks
 - Looking into supplies
 - Floor plans being drafted for different outdoor areas, including streets if they become available
 - Ballpark cost estimate: \$10,000 - \$40,000; whatever it is, the PTA will have to raise.
 - Liz noted that this can be funded through our regular annual appeal
 - Some sort of fundraising initiative will be needed to finance our needs
 - DOE will issue guidance for PTAs planning outdoor learning to share costs with other schools. We are already working with another school.
 - This will have long-term benefits beyond Covid
- Membership
 - New Member cultivation
 - Matthew suggests sending out another appeal for volunteers
 - Also create a list of all the committees that need help
 - Matthew will draft
 - Members at Large
 - Need to nominate members at large at the next general PTA meeting
 - Motion to postpone PTA general meeting to 9/23
 - School Leadership Team (SLT)
 - Need to replace 3 members on the SLT team
 - These meetings overlap with the PTA exec and general meetings
 - One meeting a month
 - Paid position (reimbursed \$300/year, usually kicked back into the school)
 - We've lost some strong parents this year because kids graduated or moved due to Covid
 - 5th Grade Committee Co-Chairs
 - Contact Mel & Liz if you know anyone interested in co-chairing

- Main mission is to raise funds to pay for additional 5th grade community building activities (T-Shirts, graduation, dance, scholarships, etc)
 - Amazon Smile
 - How can we promote better in our community?
 - Creating UPC link to sign-up page?
 - Noting that Smile is available on mobile app purchases
 - Box Tops
 - \$400 projected income
 - Needs someone to run it
 - Holiday Gift Drive
 - Due to Covid and graduations, we've lost all three people who run it
 - Need to fill very soon

Finance & Expenditure Requests

- Treasury Review (Lorne)
 - Every year we submit 2 reports to the DOE
 - Beginning balance last year \$116,338
 - Total income last year 7/1 - 6/30 \$196,055
 - Total expense \$177,027
 - \$135,366 fund balance at the end of last year
 - \$116,147
 - \$17,278 taken in since July 1, 2020
- Annual Appeal
 - Already rec'd \$9000 partly from movie nights team
- 2020-21 Budget
 - Will meet again to discuss the budget
- Afterschool Update (Gretchen)
 - List of virtual after schools available
 - Otherwise not sure how to process as in-person after school programs seem to go against DOE pod guidelines
 - Leaning toward sharing both virtual and in-person options without endorsing any
- Garden Committee Expenditure Request (Siobahn)
 - The front yard needs to be fixed after damage done by renovation contractors
 - Contractors paid \$5000 (of \$80 they were contractually obligated to pay) to help renovate the front yard
 - Will be using that \$5000 to replace plants
 - The plants that had been secured for the front yard
 - Need \$130 to pay for tree replacement

Upcoming Events

- 9/15 - Mask On Challenge Kick Off
 - Maria Sarah is running
- 9/23 - Membership Meeting

8pm Adjournment

9/23/20 Budget Follow-up Meeting

- Walk through of the budget
- We have an approved budget from the end of last year but we want to make changes based on Covid etc
- Some events have been zeroed out, except for Readathon and Spring Auction
 - These events were zeroed out:
 - Fall Fest
 - Movie Nights
 - Flea market
- So fundraising events have dropped by roughly \$15,000
- Annual Appeal bumped up to \$80,000
 - Majority of our families can't support PTA via annual appeal
 - Give the perspective that whatever amount a family can contribute is worthwhile
 - Maybe the first Annual Appeal could be a targeted ask
 - Some people have already been giving
 - Already \$9,000 in the annual appeal
- Some resources have been reallocated
- We have an ambitious fundraising goal that is largely made up of a robust annual appeal. Asking people to give more generously than we have in the past
- At general PTA will need to give concrete examples of where the money goes
 - Expenses: Arts Connection will stay the same; contract hasn't changed
 - Fully remote kids will directly benefit from this \$30,000
 - Art & Music committee will operate at a diminished degree than before
 - Tuning pianos and visiting (virtual) artists

(Secretary had to leave at 7:30pm)