

HOLMAN MIDDLE SCHOOL PTA- Exec Board

Mtg Date: August 17, 2020, Virtual Meeting

Meeting Started: 6:03pm

Meeting Ended: 7:14pm

In Attendance: Melissa Wilfong, Jim Usry, Mike Gietl, Connie Usry, Rungsee Suvansri, DeCarol Timmons, Dr. Moran, Sherry Richardson, Jessi Hawkins

President, Melissa Wilfong:

1. Introductions:
 - a. Everyone went around and Introduced themselves.
2. Meetings:
 - a. 1st semester we'll do google meet for our meetings
 - b. Will figure out if we do virtual or in person meetings for Spring based on Covid-19.
 - c. If we do in person meetings we will meet downstairs in the conference room instead of in the library.
3. PTA Folders:
 - a. Melissa explained items in the folder, and asked everyone to read through them and reach out to a member of the Board if they have questions.

Vice President, Jim Usry:

1. Passive Fundraising update:
 - a. Assisting Connie with this. Lined up several dates for Restaurant Fundraisers. Will get the flyers out to distribute, so Dr. Moran can email.
 - b. Shoparoo, Box Tops, Escripts- all on-going.
 - c. We're looking for all types of alternative fundraising, if anyone has any suggestions or options, let Jim know.
2. Teacher Grants:
 - a. Going to be a challenging year. Teachers and Students will be challenged to be creative in a virtual setting.
 - b. Jim asked Dr. Moran will publicize the teacher grants. Due to budget restraints, we'll have to be selective in what we approve.
3. Presenting to all that "we got this":
 - a. We can support each other and make it through this. Please look at packets, come up with alternative ideas or suggestions.

Secretary, Jessi Hawkins:

1. Presented May 26, 2020 Meeting Minutes Virtually. Minutes were read individually. Motion/2nd were submitted for approval, Motion passed and minutes were approved.
2. Audit Committee Update
 - a. 2019-2020 Audit was completed the evening prior on August 16th.

- b. 2018-2019 Audit will be completed after the end of this meeting tonight, August 17th.
- 3. Shared Idea for Virtual Fundraiser:
 - a. Melissa and Jessi collaborated on ideas, and found some local artisans who can make the following for us to sell:
 - i. Pattonville Glitter/Solid Colored Tumblers
 - ii. Yard Signs
 - iii. Front Door Mats
 - iv. T-shirts
 - v. Discussed adding Masks
 - vi. Leftover 8th grade goody bag items to sell
 - vii. Clearance Shirts from Closet to sell
 - b. Everyone was in favor
 - c. Rungsee and Jessi to work on it:
 - i. Get website set up/running
 - ii. Information from vendors, pricing, etc (Melissa)
 - iii. Picture and Post Clearance Spirit Wear (Rungsee)
 - iv. Picture and Post 8th grade goody bag items (Jessi)
 - v. Set up Paypal Account to link to page to accept orders
 - d. Will advise to all when up and ready to go so we can share on social media.

Treasurer, Mike Gietl:

- 1. Budget Proposal for this school year 2020-2021 shared with everyone.
 - a. Budget is substantially smaller this year due to Covid 19 and the lack of a fall fundraiser.
 - b. Will be flexible as we go along in the school year.
 - c. Motioned/2nd, and all approved budget. It has been adopted as this year's budget.
- 2. Discussed expense reimbursement procedure
 - a. Fill out form (located in the back of your folder)
 - b. Required Pictures of receipts (write purpose on top of receipt too)
 - c. email both A & B to holmanpta@gmail.com for President virtual approval.
 - d. Treasurer can then drop off a check to you or PayPal reimbursement can be sent.
 - e. All physical copies of paperwork and receipts should be saved and dropped off in the PTA mailbox when able.

Principal, Dr. Sarah Moran:

- 1. Updates:
 - a. Week of Aug 17th & Aug 24th- teachers have 2 weeks of training/planning for 100% virtual learning.
 - i. 90 district teachers went through training over the summer; in preparation for the Villemade option.
 - ii. Now that we've moved to the virtual, phase 3. Mike Flynn is doing the training.
 - iii. Teachers learned a lot and felt the training was worthwhile.

- b. First Day August 31st, Virtual
- c. Dr. Peccaro- haven't set an end date, hoping it goes shorter.
 - i. Talked about bringing some of the earlier grades in person. K, 1, 2.
- d. 3 days, August 25, 26, 27 IPAD pick up, 9-noon, and 3-6pm
 - i. Reverse route, come through the cafeteria from May when they were dropping off.
 - ii. Band teachers will have folders, books, stands to check out
 - iii. Art will be handing out supplies
 - iv. Reading classes have a specific workbook.
 - 1. All of these items will additionally be available to students at that time
- e. Virtual Open House will be posted next week:
 - i. Students and teachers can see who will be teaching the classes, and get a feel for everything.

Concessions Chair, DeCarol Timmons:

- 1. 1st semester not doing a lot.
- 2. If we can do a dance or concert.
- 3. Discussed helping with Membership Chair if able.

Fundraising Chair, Connie Usry:

- 1. Fall Fundraising Update:
 - a. World's Finest Chocolates- Dr. Moran, Connie, & the seller- had a meeting prior to knowing what we were wanting to do for the fall fundraiser. (mid-summer)
 - b. Seller laced an order based on their conversation
 - c. However, because of Covid, Connie cancelled the order
 - d. As the school year progresses if we think we can sell candy bars, Connie will reach out then and go from there.
 - e. We currently have no obligation to the chocolate bar company.
- 2. Discussed On-line Fundraising:
 - a. Challenges:
 - i. shipping charge
 - ii. Distribution
 - iii. can not do food sales
 - iv. A lot of people are out of work, less expendable income.
- 3. Virtual Trivia Night/Virtual Mystery Game Night
 - a. Teacher suggested this, Dr. Moran will find out more information on it.

Hospitality Chair, Sherry Richardson & Co-Chair Anita S:

- 1. Sherry put together some snack packs for Teachers to be handed out on August 19th in the morning:
 - a. They Include:
 - i. Cheez its, chocolate bars, gummies, beef jerky, gum, breakfast bars, cold water.
 - b. Melissa to create labels for the bags.

- c. Melissa, Jim, and Jessi to help label and distribute Aug 19th, 8am.

Membership Chair, Micai Easley: MICAI NOT PRESENT.

1. August 27th virtual meeting with PTA Council; will forward out to all of the PTA email list.
 - a. Membership Forms:
 - i. Push Business Membership; discussed the goal of asking everyone to enlist 1 business membership.
 - ii. Set out for teachers on August 19th.
2. Paypal Account set up for no contact payment.
3. Business Membership:
 - a. Business Membership Old Files- who were our old business members?
 - b. Generic PTA Sticker, or make a Holman Sticker to give to them to put on their window "Proud Holman PTA Sponsor". Melissa/Jessi could make with our vinyl cutters.
 - c. Make Certificate/frame it for those that donate a lot
 - i. Connie said they had Bronze, Silver, and Gold Supporters for different money amounts.

Spirit Wear Chair, Rungsee Suvansri:

1. Updates:
 - a. Same in line with what Connie said about challenges.
 - b. Postponing spirit wear until Spring.
 - c. Designs are ready for when we decide to post them.
 - d. Connie did masks for the band, but didn't make a lot, wouldn't suggest doing that because of the minimum issues with the vendor.
2. Idea- Selling old stock items that are in PTA Closet
 - a. Take pictures of them, put on Wix website. \$5 shirts, and \$7.50 pants previous prices.
3. Rungsee to work with Jessi on Wix website site to add PTA closet items, but also help facilitate site and fundraiser.

Both Melissa & Jim thanked everyone for joining and encouraged everyone to find creative ways to make things work this year.

Thank you all for attending our first meeting.

Next meeting is on Tuesday, September 14th, 2020- 6pm, virtually.

****These meeting minutes were approved on Sept 14, 2020****

