

PTA Board Turnover Meeting

26 July 2018 / 6:00 PM / Principal's Office

ATTENDEES

Zoo Flynn, Katie McClain, Aimée Monticchio, Brian Davidson, Ellen Harr, Liz Falcone

Meeting Minutes

6:05 pm Meeting CALLED TO ORDER by LHMS PTA President Zoo Flynn

Outgoing President (Zoo Flynn) winds up final business of the 2017-2018 LHMS PTA Board

- a. Outgoing Executive Board
 - i. Zoo Flynn (President)
 - ii. Christina Blockson (VP/Communications) *returning for 2018-2019
 - iii. Zoo Flynn (Treasurer)
- b. Incoming Executive Board
 - i. Katie McClain (President)
 - ii. Christina Blockson (VP/Communications)
 - iii. Radhika Murry (VP/Ways & Means)
 - iv. Ellen Harr (Secretary)
 - v. Karen Hottle (Treasurer)
- c. Final Items of Business of the 2017-2018 Board from outgoing President/Treasurer

- i. Treasurer turnover will take place at a separate meeting because incoming treasurer not present
- ii. One check remains outstanding -- Aimée Monticchio will follow up with staff to resolve.
- iii. Approximately \$6700 will remain for use by 2018-2019 PTA after the outstanding check clears
- iv. Tax-Exempt status of LHMS PTA was successfully renewed by 2017-2018 Treasurer
- v. Audit Committee must be appointed to complete final accounting/audit of 2017-2018
 1. Committee must consist of 3 individuals
 2. Not bank account signers for the year being audited
- vi. Financial overview from 2017-2018
 1. Approximately \$15,000 income; \$16,000 in expenses
 - a. Includes the purchase of spiritwear inventory which will be used for the 2018-2019 school year
 - b. No major fundraisers conducted by the 2017-2018 PTA outside of school events and membership dues
 - i. School events from 2017-2018
 1. Panther 5k
 2. Basketball Game
 3. Skate Night
 4. Grocery Receipts/Box Tops
 5. 8th Grade Party
 - ii. Additional PTA activities/expenses
 1. Staff Mini-Grants
 2. Hospitality

2. Square account information/hardware will be turned over to the 2018-2019 LHMS PTA Membership Committee meeting with Tina Carr and Anica Ham (to be held on 8/13/2018)
 - a. Used for Spiritwear sales at school events
 - b. Webmaster will update the Square account/credentials for the upcoming school year
3. Spiritwear
 - a. Inventory was purchased/paid for during 2017-2018
 - b. Spiritwear Order form available
 - i. Can be purchased online
 - ii. Will be sold at Open House (8/23/2018) & Back to School Night (8/30/2018)
 - c. 2018-2019 Spiritwear Committee Members: Debra Kaspar and Donna Vandegrift

2017-2018 LHMS PTA Executive Board RETIRED; 2018-2019 LHMS PTA Executive Board INSTALLED -- EFFECTIVE IMMEDIATELY

New Business -- Incoming President Katie McClain

- Back to School Bash (8/18/2018 11am-2pm at South Lakes High School)
 - LHMS PTA Participation
 - PTA will send membership information flyer, meeting dates, open positions, & spirit wear order form to be made available at LHMS Staff table; PTA members will attend the fair to provide information as their schedule permits
 - Gift Card Donation
 - **MOTION by Ms. Falcone:** LHMS PTA will provide a \$50 Safeway gift card as a door prize for attendees at the Back to School Bash
 - **2nd by Ms Monticchio**
 - **Vote: Approved (unanimous)**

- 2018-2019 General Meeting Dates published
 - Meetings will be held at 6:30 pm, except for a few lunchtime meetings in the Spring
 - Each meeting will have an associate topic to generate interest and encourage meeting attendance
 - Webmaster will update the information on LHMS Website; Ms Flynn will update Facebook
- Open House (8/23/2018 12-2pm at LHMS)
 - Volunteers needed for PTA table
 - Must arrive 30 minutes before the event
 - Encourage PTA membership
 - Spiritwear sales
 - VP Communications will send email to recruit volunteers
 - Need volunteers for PTA member recruitment & spiritwear sales
 - May be able to get help from rising 8th graders who need service hours
- Back to School Night (6-8pm 8/30/2018 at LHMS)
 - Volunteers will also be needed for PTA membership & spiritwear sales at this event
- Informal 2018-2019 PTA Board/Committee Chair meet & greet (6pm 8/16/2018 at LHMS)

7:06 pm Meeting ADJOURNED by LHMS PTA President Katie McClain