



## Executive Board Meeting: 06 February 2019 Meeting Minutes

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- Co-President's Report (Linnea/Adam)
  - Call to Order
  - Approve Minutes

Minutes from 09 January 2019 meeting reviewed, voted and approved.

- Principal Report (Katie)

n/a

- Treasurer's Report (Mo)
  - Financial Report

n/a

- Fundraising Report (Renee)
  - Direct Appeal update and next steps

Still need to raise approximately \$47,000 to hit Direct Appeal target.

Brainstorming ideas to encourage participation: setting-up table at drop-off and pick-up to raise awareness, making countdown to end of campaign obvious, extending campaign deadline, etc.

Suggestion to feature Direct Appeal on PS58 website, as well as include the Direct Appeal on the PS58 Proud Instagram page since it has 400 followers. Offer also to post to relatively active, but less targeted PS58 Facebook page and Google group.

Note that the Instagram page was designed to be kid-centric and share with parents who can't come to school frequently what they're kids are doing at school. Preference not to use this for PTA purposes like the Direct Appeal.

Suggestion to name point people to manage the various channels for communicating with the community, in order to take greater advantage of them for the Direct Appeal as well as other applications. Renewed suggestion to have a point person or committee to manage the website under the Secretary Correspondence.

Suggestion to ask Fernando, who helped set up the new website, for ongoing support. If he's unable to make additional contributions, communicate request for volunteers through Class Parents.

Observation that other public schools ask families to donate a specific amount each year and question about why we don't do that. Clarification that this practice is counter to our mission as a public school and the expectations of the DoE.

- Auction (Nikki)

Suggestion to make one-time ask for sound system fundraising at event.

- Merch

Meeting later today to address delays in fulfillment of holiday orders which has created some consternation in the community.

April 1 set as the start date for the Read-a-Thon. Suggestion to conduct a second book sale at the outset of the event to close a gap from the Fall book sale.

- VP Operations (Amarah/Carly)
  - Amazon Business

Concern about how to govern spending limits by teaching placing individual orders.

Identification of need for a new position to manage purchasing (e.g., tracking, approvals). This could be performed by one of the two current Mini Grant coordinators.

Also, observation that approximately 40% of purchases today come through vendors other than Amazon. So, there's an ongoing need for our current Mini Grant coordinator functions.

- Google Drive org/Operations Manual

n/a

- Mini Grants (Shelley/Negar)
  - New Process

Sarah Alden has found that she needs more money for the music program between instrument turnover, fluctuating heat from the boiler project, and less grant support over recent years.

Suggestion to impose a hard deadline for submitting Mini Grant reimbursements and re-allocated any unclaimed funds for needs such as Sarah's. Suggestion for a teacher to raise awareness among teachers about the availability of funds and/or reimbursement deadlines.

Suggestion to move up reimbursement deadline in the future, but after DoE Teacher's Choice deadline in January.

- Secretary Correspondence (Barbara)

n/a

- Arts/Culture (Cathy/Michele)
  - International Food Festival wrap up

Big success! Brought in approximately \$1,200, plus Fifth Grade raised approximately \$600. Probably spent approximately \$700. So, will net some amount to help fund other community events.

Complaints that students went into classrooms during the event and gym floor was dirty after the event. Next time need to double mop gym floor, plus post chaperones at exits to control traffic of kids (as we do effectively at the Winter Party).

Suggestion to have more raffles next time (e.g., one per hour). Appreciation for student involvement, as well as student and teacher performances. Suggestion to involve more After School groups in the future (e.g., Orchestra, Flamenco).

Observation that community members are very willing to contribute to these events (e.g., Smith Cantine owner and baker). Suggestion to continue leveraging community in the future, as well as to create a fundraising cookbook.

- Community Events (Anik/Whitney)
  - Family Bingo Day (March 24)

New event scheduled. Meant to be a family event during the day. Need an entertaining emcee. Idea to conduct an ice breaker to help folks get to know one another, then traditional Bingo game.

Suggestion (from what other schools do) for a "What's Your Talent?" event for parents. PTA used to take an inventory of parent skills and ways they would like to contribute to the community. Might be revived.

Question about how we will celebrate Earth Day this year. Some challenge this year due to **[add reason]**. Suggestion to include some sustainability events in our mandatory parent event **[add name]** in May.

- Open Mic

Discussion about ways to reach and involve Francophone families more effectively. Suggestion to have French language information sessions after each General meeting, offer simultaneous translations during official meetings, and change the format of meetings to make them more social. Katie will investigate with other schools that do this and report back on alternatives.

Discovery that PTA is not incorporated. AfterSchool program and merchandise sale probably should be, but other aspects of the organization might be better off not incorporated to provide more flexibility.