

# BOARD MEETING MINUTES

Three Oaks Elementary School PTA

Thursday, August 23, 2018 | 6:00 pm

---

## Attendees:

---

Priscilla Bullen, Jill Dunn, Mandy Rondeau, Danielle Carter, Melissa Gray, Milissa Croghan, Tara Horton, Jessica Keefe, Molly Conway, Gayle Wuesthoff, Alison Reddy, Matthew Orebaugh

---

## MINUTES:

### Old Business

- June Meeting Minutes – approved ✓

### New Business

- Calendar of Events Review
  - Variety Show Date – still TBD (either 2/1, 2/8 or 2/22 preferably at Kellam)
  - Snowflake Saturday – 12/15
  - Leader of the Wolf Pack – new program; Wonder Wolf donut mornings no longer an issue in terms of conflicting with dates of MWM/DWD
- PTA Contents of Meet & Greet Paperwork Packet
  - Finalizing date with Louise (Melissa Gray will reach out)
  - Molly creating letter to parents with links to become member/volunteer
  - Priscilla/Molly will create updated Membership Form to go on back of letter
- Fun Run Update
  - T-Shirt Sponsors – 9 total who donated \$2550
  - Event dates – Teacher Meeting on 9/17 @3pm, Pep Rally during day on 9/19, event itself is 9/27
  - Funding To Be Used For - supplies needed for our 30+ classrooms as well as physical education, art programs, fieldtrips, STEM and a variety of other educational programs benefiting our students
  - Fun Run Goal - \$28,000
  - Communication – event posted on FB, emails to parent to coincide with 9/19 Pep Rally, communication to teachers about their role at 9/17 Teacher Meeting
- Country Fair Contract Approval
  - Event at Hunt Club on 10/16 (10/23 rain date)
  - Clause added to contract to account for additional charge of \$3/person for each attendee above 400 count
  - Is that a “make or break” for our plan to have event at Hunt Club? It was decided that “No” we will proceed
  - Event’s focus/goal is for community, not meant to be a fundraiser
  - Molly will proceed with signing contract
- Spiritwear Program
  - Using Custom Sportswear for our vendor
  - 5 items being sold (cotton ss tee, dri-fit tee, zip-up sweatshirt, hooded sweatshirt and tie-dye ss tee)
  - Photos of graphic/design shown to Board

## MINUTES:

- Sale runs 8/29-9/17
- PTA working at Open Houses and Community Picnic to sell Spirit Wear (and solicit membership/volunteers too)
- PTA Website Update
  - New site is [www.3oakspta.weebly.com](http://www.3oakspta.weebly.com)
  - Review and let Molly know if there are any updates you'd like to see
  - Cost of membership will be \$6 donation to sponsor students (cost will cover PayPal fees)
  - Tara and Molly will come up with Membership Drive contest to implement school-wide to help get 100% of students and staff to become members
  - Discussed the new Google Forms we are using this year (Membership, Volunteer and eventually WATCH Dogs)
- Back to School Staff Luncheon Update
  - Takes Place 8/31 from 12-1pm
  - Theme is "Farmer's Market"
  - Decorations all set, canvas screen-printed bags ordered
  - Board will introduce themselves and speak about budget, communication, etc. to staff
- Spirit Nights at Restaurants for Fundraising
  - Jill will be handling this year
  - Would like to have one per month
  - Jill will reach out to the staff member coordinating the restaurant nights for the staff so that they don't conflict/overlap
  - First up will be Pungo Pizza
- Using PTA Google Drive
  - Milissa spoke to group about the opportunity to save finalized versions of documents and/or tracking spreadsheets that several of us are using to help us access them all in one centralized spot
  - If you would like access, please email her at [volunteer3oakspta@gmail.com](mailto:volunteer3oakspta@gmail.com)

## Committee Reports

- Box Tops
  - Tara spoke about last year's process (monthly winner, trophy, lollipops)
  - Discussed opportunity to have contests in Oct and Feb before Box Tops submissions deadlines to increase collection before those deadlines that happen 2x per year
- PTA Newsletter
  - Jessica Keefe joined us to discuss the plan for creation and execution of the newsletter for this school year
  - Molly will email her distribution list to solicit input for each month's newsletter
  - Newsletter will be emailed blasted to parents the 2<sup>nd</sup> Tuesday of each month and it will also be posted on the PTA's website

## MINUTES:

### Treasurer's Report

- Danielle emailed us copies of the most current version of the 2018-2019 budget for review
- Prelim budget/reports - approved ✓