**AJ Whittenberg PTA Board Meeting - Friday, September 6, 2024**

Board members present:

Bonnie Barr - President Jamie Stover - Room Parent Coordinator

Jonathan Siau - President Elect Swap Shop - Sarah Dowsley

Shannon Ellis - Treasurer Spirit Wear - Drew Hincapie

Jeannine Cox - Secretary Hospitality Committee - Paige Westbrook

Jessica Blake - VP Fundraising Cameron Brice - Principal

Kathryn Knott - VP Communications Allie Kramer - Hospitality Coordinator

Sherlen Crawford - VP Outreach Mills Stover - Membership Coordinator

Mike Haffen - WatchDogs Coordinator Kat Bougie - Volunteer Coordinator

7:53 am call to order. A Motion to approve the Board minutes dated August 9, 2024 and the August 15, 2024 General Membership minutes was approved.

Allie Kramer - Hospitality Coordinator

* Recent Honey Bee themed teacher treat station was widely accepted; a late fall treat is in planning stages
* Unsung hero - a treat station is being planned

Bonnie Barr - President

* Book fairs won’t be held this year to make sure employees are protected and books are completely vetted
* The PTA can conduct a fair but we have a lot of concerns and questions if we solely host - what are your thoughts about us trying to figure out an online fair in the fall and in person fair in spring. Questions - can we put flyers out through the teachers to place in folders? We will coordinate our questions and get answers before starting fair planning. There is a local online book fair option and funds go directly to the school - it is not affiliated with GCS as the books are shipped directly to the student (Swamp Rabbit book fair - could be for fall). GCS lightly stated spring in person is possible but we should keep options open in case it is not. We will check and see what Mr B's plans are and how the PTA can support Mr B. If we did our own online fair, PTA would set up their own account with Literati or Scholastic. We will only pursue if the PTA can make certain everyone is comfortable and we want our library to get all the proceeds.
* S.C. PTA Local Unit Bylaws were provided for everyone to review. They are useful to review and reference. The AJW PTA Standing Rules were provided and are updated every three (3) years (which needs to be this year). State dues are going up and there is a new form to utilize. The language includes a range for the dues.
* Popsicles on the Playground/PTA General Membership meeting went well and we met quorum. We saw new families attend and TSL Pro was the sponsor. We purchased 125 popsicles which provided a good number. Next time communications need to reference that it was a General Membership meeting as that was not clear.
* Newsletter communications - For Mr B’s Sunday newsletter, we need to have 1 email from the PTA collectively including all PTA’s items. Send it to Kathryn or Bonnie by Thursday (and Tuesday if you need an image to be provided). Can we have a PTA banner running at the bottom of his email on how to join PTA. Ms Hartman and Ms Bonner are updating the AJW website. Be sure to cc both Ms Hartman and Ms Bonner on our email to Mr B in case something could be useful to add to the website. We can also use the E-board at the front of the school for important PTA announcements.
* 1st Day School Supplies was a $150 budget item and $129 was made so we’ll do it again for next school year
* Buddy benches in the K5 playground and big playground are here (gifted by community sponsors). The request for GCS to install has been submitted so just waiting on that order. These new steel benches will replace the old ones and should last a much longer time. We could have an unveiling and showcase/thank our sponsors - that signage needs to be updated. Each bench has a memorial plaque for donors.
* Movie night is planned for Thursday, October 24 and has not been promoted yet. Faith Renewed Church is earmarked to sponsor the outdoor movie equipment. Kroc has approved usage of the space and bathrooms will be open. We will need to pick the movie and a food/vendor truck. On a side note, Judson Mill has movie night stuff and could sponsor but they haven’t communicated back with details. We will make sure the movie and rating is properly vetted.
* Upcoming Open House - there will not be a PTA table. The Swap Shop will be open the 2nd half - let Sarah know if you can lend some help.
* Sponsors > Evergreen recycling, $175 donation of services. Banner needs to be replaced and will get it back up

Kathryn Knott - VP Communications

* The PTA bulletin board outside the PTA office now has pocket folders. We can add small half sheet flyers for upcoming events, specific event flyers, or event calendars
* The new AJW PTA website URL has been fixed!
* Please give Kathryn a few days notice for any graphics to be created and added to the site

Shannon Ellis - Treasurer

* Shannon handed out the the approved budget and itemized expense/income report (see attached report)
* All cash box requests need to be 5 business days before the event needed - a form will be created to easily submit online
* Shannon is diligently working on the nonprofit status - there has been a lot of work to learn about setting it up correctly
* We are earning payouts from Givebacks
* Currently creating letters for local vendors for tax purposes
* Keep in mind the treasurer’s report is only through 8/30 so Attractions books/$ haven't tallied up

Jessica Blake - VP Fundraising

* 992 books, budgeted $4600, currently 200 books are outstanding
* Feedback from teachers is that it’s not too much work but overall folks like the books but don’t want to actually sell them
* Do we continue Attractions next year or try another fundraiser to supplement?
* After the final number is tallied we’ll discuss Boosterthon, the rep will do a presentation plus Q/A session, could we do online catalog only? Board decision by next board meeting?
* Corporate sponsorships, visit local companies or eateries, how can we drum up businesses to support AJW, promote sponsorships and solicit volunteers, tiered opportunities: $500 community champion, $650 banner beacon, $1000 future innovator sponsor. If they don’t want to sponsor, businesses could support certain events like spirit night or just give a donation. A letter sample was provided – the letters could have a QR code and saved on shared drive for access. Jessica needs feedback and needs to keep it simple (not solicit hard sales).

Principal - Cameron Brice

* Grandparents week is coming up along with Open House being held Tuesday September 10
* Thursday September 26 are school pics (fall yearbook pics), pics are discounted if you buy early
* Fluor Engineering Week is coming up
* Girls on the Run and Legos Clubs are starting up

Sherlen Crawford - VP Outreach

* Working through previously proposed programs, if anyone has any ideas or wants to join outreach committee, let her know

Mills Stover - Membership Coordinator

* Membership is at 231 (surpassed last year this time)
* House points challenge underway
* 100% join = teacher gets lunch shift covered and teachers get put in raffle for spring and fall fly away
* Can we put a table out for Grandparents to join PTA during Grandparents week (with forms and QR code)
* Can we walk the car line and solicit? Maybe incorporate AJ the Robot to drum up membership?
* 37 faculty signed up so let’s promote more to join

Jamie Stover - Room Parent Coordinator

* Planning a meet up on Monday September 16 at The Commons
* Working on a flyer defining exactly how to do lunch duty
* Planning for related arts - each grade will adopt a room parent, those teachers will get a report of those room parents assigned to be available to help and communications will be going out for these availabilities

Kat Bougie - Volunteer Coordinator

* Need 5 more volunteers for assisting with Grandparents week,
* Need 2 volunteers for assisting with Fall pictures
* Need 3 volunteers for assisting with Birthday club (let Kat know if you want to do a specific birthday month for your child) - Birthday club starts at 1:30pm
* Check with Ms Roth in the office to verify your volunteer status
* Complete list of 120 volunteers will be in a spreadsheet for easy utilization

Mike Haffen - WatchDogs Coordinator

* Pizza event/recruitment meeting scheduled for Thursday October 3 (Thursday October 10 is the rain date), getting some good responses so far

Spirit Wear - Drew Hincapie

* Spirit night is Monday September 23 at Judson Mill’s PlayCafe - flyer and social media will be sent out
* Online store sales are slow, we’ll keep advertising in the newsletter this week and continue to push on social media - can we get teachers to add to their weekly newsletters?

The meeting was adjourned at 9:45 am.

Respectfully submitted,

Jeannine Cox