

AJ Whittenberg PTA Board Meeting - Friday, August 9, 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	Spirit Nights & Events - Kendle Sloan
Jessica Blake - VP Fundraising	Robot Ruckus Coordinator - Allie Munafo
Kathryn Knott - VP Communications	Hospitality Committee - Paige Westbrook
Sherlen Crawford - VP Outreach	Cameron Brice - Principal
Mike Haffen - WatchDogs Coordinator	
Kat Bougie - Volunteer Coordinator	
Mills Stover - Membership Coordinator	
Allie Kramer - Hospitality Coordinator	

Board members arranged a group photo. 7:50 am call to order.

A Motion to approve the Board minutes dated May 2, 2024 was approved. Bonnie Barr welcomed all the board members and provided all of the upcoming board meeting dates.

Shannon Ellis - Treasurer

- Now using Smartsheet vs Quickbooks for easier bookkeeping
 - \$19,761.48 starting balance
 - \$24,914.58 ending balance
- Will reach out to Moes for depositing their check
- It was not clear initially that Square does collect fees so there is a \$1.18 fee that will be moved to Merchant/Bank Fees
- Stephen Fisher was able to turn in service hours to receive his company's (Verizon) community grant donation - can we write a thank you note and publicly recognize him for his service hours to showcase his efforts and market how other volunteers with their companies can do similar opportunities?
- Can we all work at locating other fundraising opportunities that are easy like this
- For our audit we need to have 3 people to complete and close out last school year books

Allie Kramer - Hospitality Coordinator & Kat Bougie - Volunteer Coordinator

- Back to school staff luncheon with Moes BBQ was held Fri Aug 2 and the teachers really liked it
- Wed 8/21/24 - Honey Bee Day will celebrate all things bees, we can have some bread and honey themed treats and snacks and will be located in downstairs staff room, Mr Brice confirmed date is good and approved
- Bonnie Barr asked for feedback for these PTA events and we'll base the events like last year's calendar for now but keep improving as needed
- Added that teachers and staff like 'fun, surprise' things
- Need to revisit unsung heroes where we recognize everyone not just teachers including car line staff, cafeteria workers, resource staff and any extra people too, we can group ideas to make it easier
- Teachers like vegetarian options
- Lunch coverage is high priority
- Room moms can help greatly and make expectations very clear on what volunteer can do
- Robot Ruckus and Bingo night were really good
- Help copying and laminating for special ed and resource folks
- Help with art displays and support for those without specific classrooms

- How can we coordinate which teachers need help - when Kat gets a request she can email out but it is hard to complete the transaction, some classes have more than 1 room parent, can we take those extra volunteers to assist related arts?
- Our volunteer form has a place to sign up and then Kat will organize all the contact info into excel for filtering
- We need to provide a specific request for each class to see exactly what volunteers are available

Bonnie Barr - President

- Be sure to follow SC PTA Tools and Resources page on Givebacks
- Follow Greenville District PTA of SC PTA Facebook page
- We will use Google Drive to collaborate and share documents, agenda, treasurer's report, minutes (and will be posted on our new website)
- We have a bulletin board outside our PTA office, let's think about what to decorate to advertise Spirit Wear and Swap Shop
- Review the calendar for board meetings as no reminders will be sent
- For efficiency, we will keep to the agenda and special items can be discussed at a later sidebar meeting and then it can be added as an agenda item for the next meeting
- A policy checklist is being organized to follow as general procedure and to guide future board members (important to make PTA accessible to and for everybody)

Principal - Cameron Brice

- Provided a thank you to PTA for all you do and the school greatly appreciates each board member
- AJW is fully staffed but we need more EDP teachers
- We don't have a SRO since GCS elementary schools share roving officers - the city received funding for SRO in high and middle schools but there's not enough officer capacity to fill all the city elementary schools
- Book Fair is the week of Sept 9-13
- Open House is Sept 10
- Fall pictures is Sept 26
- Harvest Lunch TBD (dependent on what food is available so have to wait)

Mills Stover - Membership Coordinator

- Membership 227 last year
- So far online 68, cash and check 46 for a total of 114
- Need to boost membership
- Can we utilize house points by incorporating class participation and provide some incentives to the teacher (e.g. you enter a raffle for having 75% sign up, maybe grade level vs class) > let's continue as sidebar to really hone in how to coordinate
 - Teachers can 'win' fly away, jeans day, duty free lunch, leave early
- How can we better explain 'What is the PTA' 'What do they help with' - put in teachers flyers to send home
- Market and ask all family members to join

Kathryn Knott - VP Communications

- Current website is pretty bland and not easy to update
- New in-progress website is more engaging and has far more information available in a friendly manner
- Volunteer forms and sponsorship forms will be linked, links to Facebook and Instagram, contact area, events calendar, lot of opportunity to post stuff
- Will create process checklist for policy
- Created via Our School Pages - it was budgeted last year, members all commented on a fantastic job as it looks so much nicer

- Vpcommunications.ajwpta@gmail.com for feedback and adding posts

Spirit Wear - Drew Hincapie

- Spirit Wear last year was hard due to tight open/close window but should be better this year
- Store is currently live and easy to turn on and off, there are minimums to abide by, we need to think of timing window, we'll use last year's t-shirt plus exploring new t-shirt graphics
- Can we open through Labor Day, giving 30 days or through 9/13, could there be 2 rounds like Fall and Spring
- Can we purchase items as PTA?
- Policy checklist is in process
- Add to Mr Brice's newsletter and then advertise at PTA events like Popsicles on the Playground plus provide and share QR code to purchase items

Swap Shop - Sarah Dowsley

- Clothes closet is renamed to Swap Shop - the update is to make it more appealing (no stigma) and that anyone can visit
- Open 1 morning a month (3rd Fridays), open during open house
- Need volunteers and will add to Mr. Brice's newsletter before each monthly open
- One can donate anytime
- Lost and found rack will be available at same time shop is open, keep both together for ease of access
- How can we get more folks to visit (provide donuts for the 1st open shop?)

Jessica Blake - VP Fundraising

- Attractions coupon book, link to order is live, currently posters state it is coming but books should be arriving on Monday (we need to let front office know of shipment delivery)
- Need to get the books out by 8/15 and campaign closes 8/30
- Tuesday morning we need help to stuff books into the envelope and deliver to teachers using class roster
- Email link to get to the website will be provided
- Process checklist is being created
- Corporate sponsor will get a link for them to access sponsorship forms
- Can we combine mentorship as we get sponsors (Sherlen to work with counselors)
- Researching and considering new fundraiser ideas including Boosterthon, Double Good Gourmet Popcorn, Pizza Kits

Spirit Nights & Events - Kendle Sloan

- Spirit Night is tentative for 9/23 - considering some venues but limited since we need a solid number estimate
 - Stone Pin is likely too small
 - Taylors Skate RInk (either closed to everyone except AJW or stay public and be more drop-in style based but location is much further for most)
 - Could we get a sponsor so we don't limit anyone based on money
 - Topsy Taco on Augusta Rd is ready to host a Spirit Night
 - Send all ideas straight to Kendle with contact name and some details
 - Is it possible to do 1 activity based in Fall and 1 food activity based in Spring
 - Is Judson Mill Playcation available or easily accommodating - will research this option

Mrs Bonner requested some extra helpers for Monday morning to help with littles during first drop off - volunteers available to assist: Alli, Mike, Jamie, Bonnie

All Volunteers: make sure you are Level 2, every 3 years. Room parents need to be aware if they want to do volunteer work to be aware of the levels.

Sherlen Crawford - VP Outreach

- Outreach initiatives will be added to Google drive
- Afternoon Karate Program - details provided to Mr. Brice and Bonnie to review (the instructor is at Stone ES, St Mary's and teaches at St Mary's
- Buddy Benches are in the PTA room ready to be installed in the park area - let's create a date to have a local artist refresh the old benches and utilize students to help, maybe after school
- Mulch is donated by GCS, we can put it out at the playground if we put in a formal request (GCS will only mulch the playground)
- After-school reading program using some parents or outside source, there's also opportunities to provide class parents to read in the mornings
- Touch base with Kroc Center again for the swimming program (3rd graders) and tennis program (4-5th graders) - we will need to start the coordination with Kroc as they don't have enough capacity so they have time to plan for the support

Mike Haffen - WatchDogs Coordinator

- Watchdogs program signed up 5-6 dads, we need to continue pushing advertising
- Pizza Party to be scheduled in maybe October,
- Watchmoms > would that be an option to add? For now, let's focus more on Watchdogs and get it growing stronger
- Advertise at Popsicles on the Playground and other events

Popsicles on the Playground

- Need a sponsor
- Mr Brice will put it in the newsletter
- \$4 popsicle (Common Pops), first 125 sold for \$3 covered by PTA, really need a \$400 sponsor. If we don't have a sponsor, do we spend \$400 on popsicles, not Common Pop and provide all for free. Explore Skycream
- Received \$500 church donation
- \$400 pending from TSL Trees
- Let's earmark church donation towards movie night and TSL donation for popsicles

Bingo night

- Prizes are donated so no sponsor needed

Star Sponsor = \$1,000 including banners hung up all the time and showcased on website
Is there a way to place an ad on the back of each car tag?

The meeting was adjourned at 10:07 am.
Respectfully submitted,
Jeannine Cox