



# Meeting Minutes

PTA: Marion Jordan PTA, PTA Board Business Meeting

Date: August 29, 2018

Place: MJ Resource Center

## Agenda Items

1. Call to Order – 9:00am
2. Introductions
3. We have one more course to attend by Executive Committee members to complete our required training for their office mandated by our bylaws. I invite any Executive Board member to attend Training. Watch for an email concerning those dates.
4. Resources
  - a. Procedure Books
    - a.i. In PTA Workroom or Contact previous Chair. If you need help contact Kelly Lapetina.
  - b. Processes
    - b.i. Located at mjpta.org
    - b.ii. Printing Process Note: Please fill out the Reprographics form found at mjpta.org and submit with your flyer for approval. The president will go ahead and get all the additional approvals and send over to Reprographics and notify you when your flyers are ready for pickup.
    - b.iii. Please follow the Expense and Deposit Processes and allow yourself enough time, at least a week, to obtain monies from PTA. I don't mind if you email/text pictures of your receipt(s) and expense voucher(s), if that is easiest for you.
    - b.iv. Please use the Weekly Update Link and Jordanaire Link to advertise your event. Weekly Update Link is to keep parents updated. Jordanaire link is to update also; however, it is a celebration of your event and to thank those that helped make it successful. Please don't be surprised if I email you to enter your event through the link or if I ask for a blurb about your event. It always comes best from the one that ran the event.
      - b.iv.1. Weekly Update Link: see your email
      - b.iv.2. Jordanaire Link: see your email
      - b.iv.3. Facebook post: email Erika Baum
  - c. Google Drive
    - c.i. You should have been shared or given a link for you to access Google Drive. All committees should be using this area for document sharing. Save in the format you created the document in (i.e. Microsoft Word, Excel, Google Doc) and PDF for your final distributed copy. Then your successor may make changes for their year and view your PDF as the copy you distributed. If you do not have access, please contact Kelly Lapetina.
    - c.ii. MSA Software
      - c.ii.1. You may Locate Volunteers by looking at the Volunteer Interest Form we asked parents to fill out during the summer mailing.
        - c.ii.1.a. Go in as administrator (if you need access, contact Kelly Lapetina)
        - c.ii.1.b. Click Signups
        - c.ii.1.c. View all Volunteers
        - c.ii.1.d. Click the Event you would like to view
          - c.ii.1.d.i. 2018-2019 Volunteer Form will show you who is interested in your event.



- c.ii.1.d.i.1. Use this to email those signed up to fill your volunteer needs.
      - c.ii.1.d.i.2. If you need more, create a sign up for your event and ask Carrie Cadwell to communicate your event in the next Weekly Update her process is in your handouts.
      - c.ii.1.d.i.3. You may also use the email feature to contact only those that signed up or interested in your event.
    - c.ii.2. We will list all Committee and Board Members on our website. Use MSA for their contact information. This will protect our information from spammers.
    - c.ii.3. Use the store to collect monies for your event.
    - c.ii.4. Room Parents have access to email their class they are room parent for and have the option to include teacher.
    - c.ii.5. If you have questions concerning the MSA software, first check out their tutorial section. There are many topics that are covered. You may also contact Kelly Lapetina if you need.
- 5. Nominations for Nominations Committee from the General Membership
  - a. We need 4 names to contact for possible nomination including alternate. They are not nominated until they have agreed they would like to do it. Please give me 2 names from the board and 2 names from general membership. \*Names were written and collected and given to Kelly
- 6. Bylaw year
  - a. This year we are able to change bylaws if we deem necessary. We need to establish a committee to do so. Please contact Jodi Franzen if interested.
- 7. Audit Committee
  - a. We will need an audit committee to audit our books the first week of July. Please contact Jeff Franzen if you are interested. \*Kelly asked for names for this committee
- 8. Approve Standing Committees & Plans of Works, Review Tentative Budget for recommendation as a proposed budget to the general membership for adoption.
  - a. Standing Committees & Plan of Works Approved (Kelly motioned; Jennifer D 2<sup>nd</sup>)
    - a.i. Only one addition to our standing committees and that is Multicultural Night.
  - b. Review and approve tentative budget for recommendation as a proposed budget to the general membership for adoption.
    - b.i. Highlights are PBIS T-shirts (most money to pay for comes from unspent excess funds from last year) and Multicultural Night expected expenses. \*The Golden Blue Jay winners will receive T-shirts
- 9. Meeting Dates
  - a. Last year I submitted a survey to the board to give their input. This year, I am recommending General Board Meetings be during the day at 9am and General Membership Meetings be at 7pm. How do we feel about this as a board?
    - a.i. Voted to have 4 night meetings for the general membership meetings
- 10. Calendar
  - a. The most up-to-date calendar is posted on our website at mjpta.org. You may view it as an agenda and print it in its entirety if you would like a print out. Or, you may subscribe to the calendar.
- 11. IL PTA-Memberhub
  - a. This year the IL PTA is requiring us to submit all members to them through a software they are asking us to use called Memberhub. We will use this free software this year and submit our members and all other required IL and National PTA documents through it.
- 12. Any businesses from the board. Limit to 2 minutes.



- a. We have already raised approx. \$10K from our No Stress Fundraiser
  - b. Laura K: Thanked us for the mindfulness cart and had it there for us to see; she also explained some of its features and that teachers are receiving training on ways to implement
  - c. Mrs. B (Admin sub): Thank yous for the back to school breakfast and flexible seating; announced we received new lighting in the MPR; new social studies curriculum this year
  - d. Mrs. Tomal: Explained new PBIS structure of "Expect Respect"; Mrs. Davis is doing announcements this year if you have anything to add to them, let her know
13. Joanna Shostachuk Presentation: video and explanation of District Food and Allergy Committee
14. Adjourn: 10:00am

Attendance:

- Kelly S
- Katie H
- Lisa L
- Jenny B
- Monica K
- Jennifer D
- Jodi S
- Robin C
- Angeline G
- Gail T
- Ann B
- Nancy L
- Kelly L
- Lara K
- Joanna S
- Erika B
- Lynda H
- Kelly D
- Kelly B
- Val M
- Christy B