**Brooks Museums Magnet Elementary School**

**PTA Board Meeting**

**August 3, 2022**

**Every Child’s Potential a Reality**

**Zoom Info**

[**https://us04web.zoom.us/j/7133453375?pwd=9QSRJrOKZNO5aENZIZakJ-4\_rgclqD.1**](https://us04web.zoom.us/j/7133453375?pwd=9QSRJrOKZNO5aENZIZakJ-4_rgclqD.1)

**Meeting ID: 713 345 3375**

**Passcode: iGZe1e**

**Attendees:** Laura Thomas, Emily Yoon, Elizabeth Rainey, Stephanie Mathews, Susan Holt, Samantha Boyle, Brooke Poole

**Call Meeting to Order:** Laura Thomas, President 6:33 p.m.

**Purpose of PTA-**

To support all staff and students and help them reach their full potential. We do that through providing funding for classrooms, technology, cultural arts performances, teacher appreciation and much more. After three covid school years, my hope for the year is to resume programs such as Book Stop (we have a huge collection of gently used books and people can earn coupons to use to purchase them), Writer’s in Residence (we have professional writers to help the upper grades), Community Reads Day (guest readers like director of St. Mark’s, dentist), Campus Beautification, Service, etc. This is a pivotal year to recruit parents helpers from grades k-3 who have never been through a non-covid school year and as the parent of a fifth grader, I’ll need your help because I don’t know the younger families.

**Intros from all Board Members**

Additional notes about what the PTA does - We supplement the principal’s technology budget, stipend for teachers’ school supplies, cultural arts programs. This needs to be a big recruitment year.

**To Do:**

* Join the PTA- <https://brooks.memberhub.com/store?category=Membership%202022-2023>
* Signed forms- Code of Ethics <https://docs.google.com/document/d/1OKs7Ni2Z1a3a9oRDNddZ5P81SgT-Uz6A/edit>
* Financial Procedures <https://docs.google.com/document/d/1z7GB46L286wJ_sUDiUMcl2O-c09NFdqJ/edit>
* Leave in Laura’s mailbox at 5005 Langley Circle or at Brooks front desk
* Email a family photo to Brooke Poole.

**Back to School Planning**

* Important August Dates-
  + August 15- New Staff Orientation
  + August 20- k-1st grade playdate 9am
  + August 22- Welcome Back for Staff
  + August 25- Meet the Teacher- 4-6pm- We will need volunteers to help with Membership recruitment that day and spirit wear sales. Sign up genius to follow. What else do we need that day? Sign ups in classrooms for class curators and other PTA volunteer roles
* Treasurer - Elizabeth Rainey
  + Proposed 2022-2023 Budget
  + Letters to teachers about classroom funds
  + When needing to pay for something via the debit card, call Elizabeth Rainey and she’ll pay over the phone.
* Secretary - Brooke Poole
  + Prep bulletin board for Meet the Teacher
  + Restock PTA office as needed
* Communications - Susan
  + Send first PTA email of the year- tentatively send on August 18, include membership info, passive fundraising info, how to get involved, spirit rock info. Anything else? We updated the price of the spirit rock to $50.00.
  + Find social media coordinator
  + Work with president to update website
  + We should send Susan updates by Thursday afternoon. She is considering the best way to provide the information to her.
* First VP - Emily Yoon
  + Complete preliminary order of spirit wear
  + Find PTA corporate sponsors for 22-23 year and Fun Run
    - Emily is working on spirit wear order. We’re ordering shirts to have on-hand that we can price at a low point. Prices are going up. They cost about $8.00 to make. We have a goal as a PTA to keep the prices as low as possible. There will be shirts for sale at first kindergarten playdate. The NC outline with the school inside in a military green.
    - Through Boosterthon, they can do water bottles, all kinds of things. Have an online pop-up store. People can order products directly from Boosterthon. They will either ship to family directly or bundle them to the school.
    - We need vector files of logos.
* Hospitality - Stephanie Mathews
  + New Teacher Orientation Meal
    - There will be an order to Panera Bread.
  + Welcome Back Meal for Staff
    - Jason’s Deli Boxes
    - Last year there were stickers that helped organize who got what. The old secretary helped with that.
* Programs - Beth Thaxton
  + Recruit Book Stop volunteer
    - Think about if we know anyone who could volunteer. It’s a behavior incentive program. We have all the books. We need someone to award coupons once/week during drop-off period.
  + Oversee Cultural Arts
* VP Ways and Means (Fundraising) - Samantha Boyle
  + Organize info on passive fundraising (Harris Teeter, Amazon, etc.) send to Communications VP
  + Connect with Brittany Johnson about Membership
    - Let’s recruit a younger parent who could shadow Brittany this year.
  + Recruit Go, Play, Save Volunteers
    - If we could find someone who wants to be in charge of this initiative, that would be great. If not, we need helpers. There are lots of logistics.

**Meeting Adjourned: 7:20 p.m.**