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New Town Elementary School PTA

8/3/2022- 10am

Start 10:12am End 12:20pm

# BOARD MEMBERS

Kim Campbell, President | Stephanie Simmons, Treasurer | Brooke Winkelman, Secretary | Jen Sanders, VP |Taylor Stading, VP | Kate McBride, VP | Members at Large- Melissa Caleca, Jennifer Langdale |Committee Leads – Brooke Harmon, Jenny Watkins, Jessica Cook - absent

1. **Housekeeping**
   * + National/NC PTA Doc -Conflict of Interest Forms sign and give to Brooke to file
     + Key Switching (see sign out sheet)
       - Next meeting
     + All board members must be PTA members (form or online)
       - Please sign up if you have not already
     + Closet and Office clean out
       - Thanks Sanders…looking good
2. **Officer’s Reports**

President’s Report

* + - Calendar- review and make copies for everyone who wants one **Kim will print copies to distribute**
      * Brooke H totally killed it with spirit nights and all the things!! So so so so amazing
      * Looking to do a Magnet with key event dates (i.e. bookfair, Swooper) and UCPS Dates. For all school “families” to reduce number of magnets needed
        + **Taylor & Kim - Speaking to local businesses to sponsor**
      * Will do One Page Calendar like years past with all the big events, family fun & restaurant nights to hand out after school starts
      * Key August Dates
        + 15th – New to New Town Teachers Breakfast
        + 18th - New to New Town Families
        + 22nd – Teacher Back to school breakfast (providing drop and go breakfast)
        + 24th – Back to School Lunch – PTA Introductions. Time TBD
        + 25th - Open House *KG 3:30 – 4:30 1st – 5th 4:30 – 6:00*

Be at school between 2 & 2:30 and wear provided shirts

* + - * Off Schedule Board Meetings
        + 9/7 @ White Tulip, 10/3, 12/1, 2/8 @ 9:30
        + All others First Wednesday of the month @ 9:30
    - Plan/Provide back to school lunch for teachers – Aug 24th
      * **Brooke H. - Working on finding sponsor**
    - Kinder patrol week (need 3 people per day)- anyone want to make a sign up genius?
      * **Taylor - create Signup Genius for Board**

Treasurer’s Report

* Audit-complete! Thank you everyone on who took care of that!
  + Thank you Jenn, Melissa & Jessica
  + **Brooke W - submit to Memberhub**
* 2022-2023 Budget -must be adopted at 1st General Meeting September 21h 6:00pm
  + Trying new financial software called Money Minder
  + Will add revenue for Spirit Sticks
  + Fundraisers revenue & expenses similar to years past
  + Added $ for assemblies
  + Board Approved proposed budget 10-0
* Proper paperwork needs to be attached to all receipts, requests etc. Forms in folders
  + Steph’s expectations - will email forms and have copies in the workroom
* Teacher Grants $100 Deadline for receipts?
  + Following similar timeline to last year, must be PTA Member
* NCPTA Awards – Blue Key, Honor Roll, Gold Key, Blue Acorn (ncpta.org)

Secretary’s Report

* Membership cost - Past years - $5 for 1 / $10 for 2
* All board members must join the PTA please
  + **Brooke to have Kearns email teachers that signup will be available during back-to-school lunch**

1. **Committee Reports**

Committees

* + - VP Committee Assignments (see Committee Assignment sheet – will do next meeting)
      * What sign ups do we want at open house??
        + Use updated 2022 Committee Descriptions

**Kate - create signup clipboards**

* + - Health and Wellness Color Week – waiting for published date

Spirit Wear

* Jen Langdale has been crushing it- tell us all the things 😊
  + Provided samples to view. Currently working with Ink City but is going to reach out to Sports to You as well.
  + Will have grab and go shirts at Open House
* Store open ASAP
  + Plan to have open year round
  + Include t shirts, performance wear, athletic shorts, trucker hats, tye-dye and camo
* Silicone cups? Bows or scrunchies? Socks? Things
  + Finding merchant for Silcone Cups to sell
  + Purchase Scrunchies on Amazon and then bunch together and sell
* Sell old merch at open house at discount; one new design to sell at open house
* Melissa- Spirit Sticks
  + Key rings delivered, waiting on Hawks Spirit Stick
  + Will provide the initial flyer introducing program early on
  + Launch Program & Distribute – 3rd week of School
    - Snack bag including key ring and Hawk Spirit Stick stapled to order forms

1. **Other Business**

* Teachers/Staff Theme- #gameon
  + Old school games theme
  + Jordan has come up with a monthly idea
  + Going to price out shirts for back to school gift
    - Also considering doing Silicone Cup
* Back to school-
  + Provide breakfast for teachers (8/22)
    - Nothing needed from board; drop and go
    - Brooke H is currently looking at options
      * Checking with Stacks
  + Provide lunch for teachers (8/24)
    - PTA Intro (12pm?)
    - Brooke H is also looking for options
  + Hoping to get either the breakfast or lunch sponsored
* Annual Giving-
  + $25 magnet (need to order more)
  + $50 drawstring bag (need to order more)
    - Will sell out before we order more
  + $100 brick???
    - Brick cost is $19 and have parents fill out order form to prevent mistakes
    - Bricks to be installed in garden out front and path to flagpole
    - Eventually have brick laying party
* Corporate Sponsorship
  + Taylor will update us
    - Going great – have 5 so far
    - Working on options for those that may want to do smaller or in-kind donations

1. **Open House**

* How many tables do we want
  + Membership
  + Annual giving
  + Spirit Wear/Spirit Sticks
  + 5th grade (by the 4/5 hall)
  + Volunteer sign up
  + Corp Sponsorship
* Kona Ice will be there- have located by the Stop Sign and have a spirit wear table set up there too
* Lawn Wishes Sign on right side of entrance - “Welcome Hawks 2022” – **Brooke to finalize**
* QR codes
* Paypal swipe thingies
  + Need to see how may we can have signed in at once
* New hanging banner?
  + **Kim – checking with Postal Annex**
* Open House packet- what do we need printed at Staples?
  + New flyer (I have example)
  + Membership and AG form
  + Corp Sponsorship