AGENDA

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