

New Prospect Elementary PTA  
Executive Board Meeting  
Tuesday, July 12, 2011

Meeting called to order at 9:30 am.

Those in attendance included: Jenny Idichandy, Lisa Oxman, Sandee Treece, Terri Harof, Nicole Bice, Shannon Wolf and Julie Amato.

Minutes approved from June 2011 meeting.

**Membership/Business Alliances: Sandee Treece**

- Bridget Thorne will recreate membership form to also be used online (pdf).
- New line stating, “Ask if your employer matches...” will be added to the form
- National dues have gone up to \$2.50.
- Discussed which incentives will be offered with different levels of membership. The different membership levels are as follows:
  - Platinum - \$100
  - Gold - \$75
  - Silver - \$50
  - Bronze - \$35
- We will be handing out a form explaining “Why you should join the PTA.”
- Membership packs to go out in school letters.
- Discussed how sneak peek tables will be set up for:
  - Yearbook
  - Scouts
  - Spirit Wear
  - PTA Membership
  - Science Lab
- We need to order t-shirts for the board members to wear for different events.
- Catherine McKemie needs donations for raffle and/or gala.
- Online payment system in final stages. Jenny talking to vendor.
- Shannon Wolf says we are set up on Smart Pay for online yearbook ordering.
- Voted on new school logo and amount of t-shirts for initial order.
- Voted on new science lab logo also.

**Communications: Shannon Wolf**

- Debra Love will be heading up yearbook.
- Shannon Wolf will be in charge of all grade-level photographers.
- Debra has requested that all photos be put on discs.
- Shannon and Debra to attend conference to select yearbook design/format.
- Kay Malcolm set up Facebook and Twitter accounts.

**Family Events: Terri Harof**

- Discussed having a “Back to School” bash with DJ, etc.

- Possibly after Labor Day on a Friday night.
- Budget of \$500 with \$2 per person admission cost (not to exceed \$10 per family).
- Felicia Hollman to head up Newcomer's Breakfast.

**Fundraising: Catherine McKemie (not in attendance)**

- There will be a gala meeting at Catherine's house on July 18<sup>th</sup>.

**Treasurer: Kathy Dennis (not in attendance)**

- Kathy to redesign pink form and put it online.
- She will be signing checks only on Fridays.
- Lisa Oxman will sign off on all outstanding checks and then submit to Kathy.
- Discussed the 'Pink Form' check request process and 'Blue Form' deposit form. Pink Forms must have original receipts attached, then submitted to VP in charge of the committee. VP will submit to Lisa. After her review and signature, form is given to Kathy who will cut checks. We need 2 out of 3 authorized signatures: Liz, Kathy, and/or Jenny.

**Student Services: Amy Batley (not in attendance)**

- School play contract sent out to Whitney Christopher King.

**New Business: Jenny Idichandy and Lisa Oxman**

- PTA meetings will now be on Fridays from 9:30 to 11:30.
- We need a chairperson for the 5K family fun run event.
- Next meeting will be on August 1<sup>st</sup> at the Kimball Farms clubhouse.
- Target discussion items will be as follows:
  - Teacher Breakfast
  - Membership
  - Sneak Peek

Meeting Adjourned 11:35 am.

Respectfully Submitted,

*Julie Amato: Parliamentarian*

Substituting for Liz Ward: Recording Secretary