



Little River Elementary PTA EXEC. MEETING

July 25, 2022 / 6:00 pm / In-Person and on Call Meeting

ATTENDEES: Elizabeth Bush, Brandi Adams, Aimee Comi, Meg Thompson, Heather Lucier, Sharolyn Pascal-(called in)

CALL TO ORDER: 6:06pm

AGENDA

President: Elizabeth

- PTA Meeting Schedule
 - Set Dates for General Meetings and Executive Meetings
 - Proposed Executive Meeting Dates- 7/25/22, 8/1/22 before 5pm(check with Mike), 8/8/22, 8/29/22, 9/26/22, 10/24/22(Diwali) or 10/25/22, 11/28/22, 12/12/22 or 1/2/23, 1/30/23, 2/27/23, 3/27/23, 4/24/23, and 5/15/23 (in conjunction with new board if they wish)
 - Proposed General Membership Meeting Dates at 7pm- 8/16/22, 9/6/22(deleted), 10/4/22, 11/1/22 (teacher work day perhaps move to 11/15/22)(deleted), 12/6/22 (if needed)(deleted), 1/3/22(?), 2/7/23(vote for nomination committee), 3/7/23(nomination committee provides nominations), 4/11/23(election of new board), 5/2/23(new board takes office directly after this meeting), 6/6/23 (if the new board wants this scheduled)
 - In-Person, Virtual, or In-Person with Virtual access- Heather prefers in person meeting (especially for voting), Elizabeth prefers having in person with virtual access, others do not have a specific opinion on this

- Art to Remember Tiles- Currently have 40 tiles to hang, Anticipate about 40 tiles from this Falls AtR fundraiser. Elizabeth will contact Tammie Meckel to get a quote from her husband's company which has installed the tiles in previous years.
- Amend Proposed [Summer Playground/Pool Playdates](#)- Promote the first PTA meeting/boo-hoo yahoo/back to school bash- Elizabeth will do this and create a Canva advertisements to go out by 7/27/22.
- Playground- Elizabeth is still going through the documentation for how this works. Look into canopy like at Cardinal Ridge
- Bylaws and [Standing Rules](#)-
 - Elizabeth will look into discussion on VA PTA bylaws and LRE PTA bylaws. Discussion tabled until August 8, 2022 executive committee meeting.
 - Everyone look at the above link for an example of a standing rules document we can amend to make our own. Standing rules must be voted on by general membership.
- Budget items to be included- Art to Remember Tile installation (45 tiles) and PTA Professional Development
- Admin- Work with admin on grouping all budget requests at beginning of the year to be included in budget
- Budgeting-Is a carry over budget allowed to help the new board start up the next board with their new fiscal year? Elizabeth will work with Sharolyn and VA PTA to see if this is allowed and how it is best to handle this.

Treasurer: Sharolyn

- Financial Audit- Gabe Comi, Amy Hennessy, and Elizabeth Bush on financial review committee- Aug. 1- Executive committee meets to review and approve financial review. Then it goes to the general membership at our first meeting to be voted on to approve. Then you have 15 days to submit it.
- Checks- Cannot be written currently due to financial audit in process. Sharolyn and Elizabeth are going to the bank to add to the accounts. After the executive committee approves the financial review then Elizabeth and Sharolyn can write checks.
- Budget- Forward all proposed income and expenses to Sharolyn by August 1. She will compile the budget, and we will discuss it on August 8.

VP of Events & Community: Meg

- Back-to-school bash update
https://docs.google.com/document/d/1MPzzE211GBHPrq8vV148ISFHBi_MoJSLEOp4gm1rZ-Q/edit
- Bingo for Books - Friday, September 23, 2022. Cafeteria and Gym reserved. Blacktop reserved as back up. Entry is a new or gently used elementary age book (parent free) or \$5 per family at door.

VP of Fundraising: Aimee

- Spirit Wear update-
 - 2 design choices presented, design with Little River on first line and Elementary on second line preferred by committee.
 - Sell at Open house, Back to school night, boo-hoo/yahoo and Back to school bash
 - Order- tie-dye t-shirts and something else to have ready to sell, In stock- green t-shirts (mostly kids xs and s)
 - Pursue chromebook bag for sale later in year
- ASEP update- 5 confirmed people who want to run clubs, Aimee has a spreadsheet started on dates for the ASEP clubs, First week of Oct will be the start of Fall session.
- Sponsorship levels - finalize- Aimee will forward the levels developed at the July 5th meeting again to everyone for final review and begin to approach businesses for sponsorship.

Volunteer Coordinator: Brandi

- Will send out Back to School Bash volunteer sign up before August 1. Starts with the volunteer list she has compiled, then will be listed in the August newsletter and sent out to membership.
- Advertising- beginning of year events on flier needed for Open House and Back to School Night.
 - Heather making flier including Boo-hoo/Yahoo, Back to School Bash, and Spirit Wear
 - Elizabeth is asking for a list of class numbers so copies can be made before Open House/Back to School Night
 - Heather will copy and have ready for the events.

- Volunteer of the Month Gifts- Will talk with Mr. Adkins about creating tumblers. Money has been voted on at the June 2022 PTA meeting for volunteer appreciation.

Secretary: Heather

- Membership for 2022-2023
 - VA PTA bylaws state we cannot change price without 30 day notice and 2/3 present vote
 - 30 days out would be right before school starts and not therefore low turn out from 21-22 members
 - Family memberships - I do not want to have them anymore. They are not in the bylaws so we don't need a vote to remove the option. It was just an easy 2 member option for families
 - Membership Packages - Bald Eagle (\$20), Golden Eagle (\$25), and Crowned Eagle (\$45)
 - Standard and Adopt options still \$15 with no perks
 - Committee agreed to use the \$15 basic membership, as well as list the packages which include the basic membership and a donation. The donation receives other perks as well. Packages are listed here.

New Business

- Discussed in board members sections above

Action Items

- Noted in board members sections above

Next Executive Meeting:

- August 1, 2022 before 5pm (pending discussion with Mike Fitzgerald about presenting the financial review)
- August 8, 2022 at 7pm to review budget, review standing rules, and continue discussion of bylaws, plan for first general membership meeting on August 16, 2022.

ADJOURNED AT: 9:36 pm