

**MEETING DETAILS & AGENDA**

<b>MEETING</b>	GM03-17 – General Membership Meeting #3
<b>DATE OF THE MEETING</b>	January 30, 2018
<b>VENUE</b>	Newcastle Elementary School Library
<b>PARTICIPANTS</b>	
<b>ATTENDEES</b>	Elysa, Ram, Debbie, Michelle, Heather, Rich, Nami, Stina, Allyson, Chris, Lisa, and other general members
<b>ABSENTEES</b>	Laurel, Elizabeth, Mary, Tammy, Sarika, Luisa, Gina, Vivian, Elaine, Jessica L, Angela
<b>DISTRIBUTION LIST</b>	Angela, Elysa, Tammy, Gina, Sarika, Luisa, Debbie, Mary, Michelle, Elizabeth, Elaine, Jessica, Heather, Laurel, Gina, Vivian, Ram
<b>PREPARED BY</b>	Ram

<b>AGENDA</b>	<b>DISCUSSED (YES/NO/NA)</b>	<b>DISCUSSION SUMMARY</b>
<b>1. CALL TO ORDER</b>	<b>Y</b>	Elysa kicked off the meeting at 9:25 AM
<b>2. WELCOME AND PRESIDENT'S REPORT</b>	<b>Y</b>	<ol style="list-style-type: none"> <li>1. Elysa welcomed the members</li> <li>2. She updated that the Ms. Robinson T-shirt Fundraiser did well and informed the members to talk Ms. Gaul if still interested in participating.</li> <li>3. She outlined the details about the 3 levies. She confirmed that the post cards have been mailed</li> <li>4. Lisa joined Elysa and summarized the presentation made by Superintendent Ron Thiele about the necessity and implications of the three levies.</li> <li>5. She proposed PTSA endorsement of the levies and Stina seconded. The Endorsement was approved by all members</li> <li>6. Elysa informed the members that the next two GM meetings will be held during Board Meeting.</li> <li>7. She solicited feedback on the time change (Morning) of the GM meeting. The members felt that it is more convenient to have it during the morning but a little later (convenient for those who drop off preschoolers)</li> <li>8. Elysa informed the members that the Nominating committee approval vote will be held during the Board Meeting in March.</li> </ol>
<b>3. FINANCIAL UPDATE</b>	<b>Y</b>	<ol style="list-style-type: none"> <li>1. Debbie informed the members that there are no issues with the budget and we are within the budget.</li> </ol>

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		<ol style="list-style-type: none"> <li>2. There was a question about the Popcorn budget as some supplies were needed. Debbie confirmed that, so far \$400 (out of \$800 budget) have been spent.</li> </ol>
<b>4. PRINCIPAL'S UPDATE</b>	<b>Y</b>	<ol style="list-style-type: none"> <li>9. Rich expressed his mixed feelings about accepting a position at the District.</li> <li>10. He indicated that the next principal is likely to be from outside the district</li> <li>11. He confirmed that Elysa is on the interview board and he is still identifying the teaching and non-teaching staff to be on the panel</li> <li>12. Elysa informed the members that she can be reached if any parents have any questions/concerns that need to be addressed during the selection process</li> </ol>
<b>5. PROGRAM UPDATES</b>	<b>Y</b>	<ol style="list-style-type: none"> <li>1. Heather informed the members that she is coordinating the donation of Food from cafeteria to local food banks</li> <li>2. There was a discussion about the Culture Fair and the poor response. Chris and Elysa solicited participation and volunteers for the event</li> <li>3. Stina summarized the selection process for Golden Acorn award</li> <li>4. Stina requested the board to update the website to give accurate details about the PTSA membership dues (current verbiage does not clearly inform the parents that the PTSA a membership, if they choose to opt, is for current school year and not for next year) during the enrollment process</li> <li>5. Elysa updated that members that based on parents feedback Dram and Language classes are being added to the After-School Programs</li> <li>6. Heather informed the members about the Girl Scouts Coat Drive and the upcoming Movie and Potluck nights.</li> <li>7. Stina informed the members that the PTSA membership reached 570</li> <li>8. She solicited ideas for driving up the membership</li> <li>9. She recommended PTSA board to review the Classroom competition as it is not adding any additional members</li> <li>10. She confirmed that staff membership reached 100%</li> </ol>
<b>6. CONCLUSION</b>	<b>Y</b>	<ol style="list-style-type: none"> <li>1. Elysa Thanked the members</li> <li>2. She adjourned the meeting at 10:39 AM.</li> </ol>

**ACTION ITEMS TRACKING**

SL NO	MEETING REFERENCE	DATE	ACTION ITEM	RESPONSIBILITY	TARGET DATE	CLOSE DATE	REMARKS
1	GM01-17	9/18/17	An email draft to Teachers to be sent to parents encouraging 100% membership	Stina	Sep 30		
2	GM01-17	9/18/17	More details about BrainPOP	Rich	Sep 30		
3	GM01-17	9/18/17	Investigate the availability of Reflections promotion video with District/State	Angela/Elyssa	Sep 30		
4	GM01-17	9/18/17	Send out 100% membership attainment email to parents	Teachers	Sep 30		
5	GM01-17	9/18/17	Show video to students (after receiving from PTSA) and send out an email to parents about reflections	Teachers	Sep 30		
6	GM01-17	9/18/17	Extend the deadline and communicate to parents along with order form	Angela/Elyssa	Sep 30		
7	GM02-17	11/6/17	Outreach team to send video/pictures to Teachers to show to students (connecting the donation to end use)	Outreach Team	Dec 5		
8	GM02-17	11/6/17	Angela to obtain Independence presentation and send to Laurel for upload to website	Angela	Nov 17		
9	GM03-17	1/30/18	Laurel/Ram to update the Website to correct the verbiage on PTSA membership year	Laurel/Ram	Feb 7		