**2020/2021 Board Planning – MEETING MINUTES**

**July 27, 2020, 6-7:30pm via Zoom**

**Present via Zoom – Trisha Marshall, Mary McGuire Brown, Allison Sweeney, Mary Vickers, Teresa Fagan, Erica Marulanda, Albert Kim, Betting Vuong, Mei Atangan, Daisy Forsythe, Bisa Meek, Courtney Holmes**

**Topics**

1. **Introductions/Icebreakers**
   1. Outside of PTA, what do/did you do?
   2. What’s making you happy/keeping you sane right now?
   3. What are you looking forward to most once things are “normal” again?

**Introductions by each board member**

1. **Roles/Expectations**
   1. Org charts

**Discussed open positions on Org Chart & Daisy not continuing as Co-Treasurer**

**Action Needed: Recommendations for a Treasurer, Membership Chair, Communications/Web lead**

* 1. Renew PTSA membership at EVP

**Can be done now on PTSA website. Must be member to be a board member.**

* 1. Meetings with past members/resource collection – email accounts, etc

**Designate one person to check email & re-set passwords. Albert brought up confirmation email, so if need to do that, then Trisha will check general email**

* 1. Training

**Get done asap & send confirm to Mary B & Courtney**

* 1. Web review – Newcastle PTSA and WA PTA (log in: 1. Every 2. Child)

**Review info**

* 1. Board meeting reports outs – initiative status, budget changes/concerns, key dates, etc.

**First official board meeting in August – Aug. 27**

* 1. Processes – communications and check requests

**Forms online at** [**www.newcastleptsa.org**](http://www.newcastleptsa.org)**. Look on left hand navigation at PTSA and under Forms and Documents**

1. **Strategic Planning**
   1. Alignment to Mission, Standing Rules

**No comments – Standing Rules and Mission remain as are**

* 1. Identification of top 3-5 priorities

**Survey – Find out what people would like to get from PTSA since we won’t have normal interaction, Survey teachers so that we can help as well – Trisha will draft survey for Board comments by early next week**

**Priorities for 2020/2021 aligned to:**

1. **Strengthen our community through engagement and connection initiatives**
2. **Ensure an enriching educational experience for ALL students, regardless of instructional format**
3. **Create a culture that celebrates the diversity of our community**

**Action for Board Members: Use the time prior to Aug. 27 meeting to brainstorm ways in which your area of focus can contribute to the priorities above (ideas outside of your area? Share them with VPs)**

* 1. Strategy and Goal development
  2. Activities in prep for Aug. 27 meeting
     + Activity planning
     + Area-specific Goals (Membership, Student Enrichment, Family/Community Events, Parent and Community Outreach, Communications, Staff/Volunteer Support, Fundraising)

1. **Auction Update –** Theme, timing, high-level approach

**Nicole Anderson & Sarika Sikka joined the meeting. Auction will now be May 15th. Theme – “Reuniting the Pridelands”**

**Key Elements – Will have traditional online auctions as well. Need to have enrichment events/outreach monthly, Kickoff in August – Scavenger Hunt (Paid, but using local sponsors), Two sponsors already. Programs to work with auction team as well.**

1. **Administration**
   1. Board meeting schedule – one meeting per month; is preference for daytime or evening? Is there a day that works best?

**Last Monday of every month, alternating evening/daytime - afternoon**

* 1. General Membership meetings – target 4-5; should we do daytime or evening or alternate?
  2. Vote on check signers

**Trisha Marshall, Mei Atangan Theresa Fagan, Erica Marulanda, Bisa Meek approved as check signers (Mary Vickers moved to approve, Albert Kim seconded the motion, all agreed)**

* 1. Volunteer position needs – list to Allison and Mary by July 29

1. **Key Upcoming Dates**
   1. July 30, 6-8pm – School Board meeting
   2. Aug 27, 6-7:30pm – first “official” board meeting – bring preliminary plans for Sept – Jan.
   3. Sept. 2 – first day of school

**Meeting adjourned at 7:37 pm**

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