**PTSA Board Meeting Minutes**

**October 12, 2020, 6-7:30 pm via Zoom**

Attendees: Trisha Marshall, Mary Brown, Albert Kim, Ali Bligh, Bettina Vuong, Bisa Meek, Erica Marulanda, Mary Vickers, Mei Atangan, Teresa Fagan, Alex Norton, Marcia O’Donoghue

**Called to Order: 6:00 pm (?)**

**Topics**

1. **PTSA President Update –** Trisha
   1. Membership – Less than half of members of last year at this time, 190 Members last month, 224 this month, Discussed possible membership raffle for Oct-Dec each month, Would like to translate membership info into other languages
   2. Yearbook Update – Dorian wants to wait until kids in building, Jessica Anderson to be sending out Shutterfly accounts for each class
2. **Ways & Means Update**
   1. Spirit Wear **–** Results, Timing of Holiday Sale, Ideas for New Items – Cozy or Athletic Socks, Scarfs
   2. Auction Update - Procurement Meeting tomorrow night, Thanksgiving Fundraiser – November – Pie, Ice Cream & Wine Packages, Raffle/Donation package as well, Need help with fundraiser pickup on November 24 & 25, Big Sponsorship Push – Including Newcastle Life
   3. Online Book Fair – Nov 2-15 – Working with Laura Barry – Orders over $25 shipped free to home, Free books will go to Auction Baskets for each grade level
3. **Programs Update –** Bisa & Albert
   1. Fall Carnival Update – Drive thru similar to reverse parade – Alphabetical order by time, Would like to borrow inflatables, Generator, Paint Spaghetti Monster & other decorations, Has 15 Volunteers, Would like 10 more volunteers
4. **Outreach Update –** Marcia & Bettina – Working with Food Bank, Also working with Kailey Mutter re: specific families, Cannot raise specific money for families, but will see what we can do
5. **Treasurer Report –** Mei & Ali – No Report
6. **Dr. Wood Update –** Alexandra Norton – Teachers relieved about not returning
7. **Administration**
   1. Training – Status – One left to complete
   2. SOA (Standards of Affiliation) – Mary
      * Upcoming “To Do” –
        1. Treasurers to file 990 / PY Taxes – November 15 Deadline
        2. Renew Insurance – November 30 Deadline

**Meeting Adjourned: 6:42 pm**