

MEETING DETAILS & AGENDA

MEETING	GM04-17 – General Membership Meeting #4
DATE OF THE MEETING	April 23, 2018
VENUE	Newcastle Elementary School Library
PARTICIPANTS	
ATTENDEES	Elysa, Angela, Ram, Sarika, Heather, Rich, Kathy, Mandy, Allyson, Trisha, Lisa, Mary, and other general members
ABSENTEES	Laurel, Elizabeth, Tammy, Luisa, Gina, Vivian, Elaine, Jessica L, Debbie, Michelle, Stina
DISTRIBUTION LIST	Angela, Elysa, Tammy, Gina, Sarika, Luisa, Debbie, Mary, Michelle, Elizabeth, Elaine, Jessica, Heather, Laurel, Gina, Vivian, Ram
PREPARED BY	Ram

	AGENDA	DISCUSSED (YES / NO / NA)	DISCUSSION SUMMARY
1.	CALL TO ORDER AND WELCOME	Y	<ol style="list-style-type: none"> Elysa and Angela kicked off the meeting at 7:07 PM Elysa welcomed the members She introduced Dr. Woods to the members
2.	PRINCIPAL'S REPORT	Y	<ol style="list-style-type: none"> Rich outlined five staff changes for next school year – <ol style="list-style-type: none"> Ms. Melissa Hershberg will not be returning next year as she accepted a position at the District Ms. Mrudula Bhatia has opted for a break and won't be available next year Ms. Sam Gaul is being moved up to 2nd Grade Ms. Cantilini is being moved up to 1st Grade Ms. Word is moving to another school and Ms. Cusino is going to be the Student Coach Dr. Woods presented his background, his ideology and ways-of-working in a brief presentation
3.	VOTING ON 2018/2019 PTSA BOARD		<ol style="list-style-type: none"> Angela presented the board member nominations for 2018-19 She solicited write-in-candidates and there were no write-in-candidates Allyson moved the motion to approve the nominations as presented and it was seconded by Ms. Noblat All the members approved the motion
4.	PTSA TEACHER REPRESENTATIVE		<ol style="list-style-type: none"> Teacher representatives has no issues/items to update the members They expressed no concerns when Angela inquired if there are any concerns due to

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	UPDATE		<p>change in Orange Ruler Fundraiser execution method</p> <p>3. Special Funding Requests:</p> <ul style="list-style-type: none"> a. Classroom Books for KG is approved b. ELL Funding c. Mandy inquired about BrainPop renewal. She was tasked with clarifying with front office about renewal <p>4. About 275 students participated in STEM night</p>
5.	FINANCIAL UPDATE	Y	<p>1. Mary informed the members that there are no issues with the budget and we are with-in the budget.</p> <p>2. She informed that next year Budget is prepared and is ready for approval</p> <p>3. Angela confirmed that this will be up for voting during June meeting</p> <p>4. She wanted all the expenses and check requests to turned in right-away so that budget for next year can be adjusted</p>
6.	SPRING FUNDRAISER – ORANGE RULER	Y	<p>1. Elysa outlined the Orange Ruler new procedure and all the events</p> <p>2. She informed the members that board was able to lower the commission to be paid from 30+% to about 12% by taking up more of the activity on ourselves</p> <p>3. Sarika inquired if this is publicized. It was agreed that Gina/Vivian will send out a communication to all regarding this major initiative</p>
7.	2019 AUCTION UPDATE AND POA	Y	<p>1. Trisha informed the members that the Auction will be at Hyatt, Lake Washington on March 30, 2019</p> <p>2. The theme is going to be “The Road to the Emerald City”</p> <p>3. She outlined the POA and informed that the target is 15% more than last time (about \$200K) with 15% increase in the budget</p> <p>4. She confirmed that</p> <ul style="list-style-type: none"> a. mobile bidding will be added b. an after-party in planned c. The art work competition will be held in May <p>5. Elysa moved the motion to approve the POA as presented and Ram seconded it. Members unanimously approved it.</p>
8.	PROGRAM UPDATES	Y	<p>1. Angela informed that Year Books are on schedule and the first rate-gate is crossed</p> <p>2. She informed that First Annual Variety Show needs lot of volunteers</p> <p>3. Heather provided Outreach update. She informed the Foodshare program is a grand success and about 70 lbs is donated to local foodbanks</p> <p>4. Math Adventure and Science Fair: Sarika informed that due to poor volunteer turnout,</p>

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			<p>this year's Science fair is being skipped.</p> <p>5. Playground Refresh: Angela informed that committee made some progress and is talking to the District and infra reps. She said this would be executed in steps and the cost may be covered from Raise the Paddle.</p> <ul style="list-style-type: none"> a. Kathy inquired if there is scope for more covered area. Rich answered in negative b. There was discussion about table space and outdoor class possibility. Angle said committee will review this.
9.	CONCLUSION	Y	<ol style="list-style-type: none"> 1. Elysa and Angela Thanked the members 2. The next General Membership Meeting is going to be on June 4th. 3. They adjourned the meeting at 8:27 PM.

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		
10	GM04-17	4/23/18	Mandy to check with front office about BrainPOP renewal	Mandy			
11	GM04-17	4/23/18	Publicize the fact that PTSA is shouldering more responsibility and saving more for School	Gina/Vivian			