

2023/2024 Board Planning Agenda

July 21, 2023, 530p

Mary's House

In Attendance: Mary Vickers, Alice Kim, Katie Green, Katheryn Sciba, Fiorella Tapiarene, Bisa Meek, Sangetta Iyer, Mindy Niehaus (yet to be voted), Jennifer Wang, Danielle Colatasti, Shellie Colby,
Absent: Anand Patel, Janis Yu, Betsy Ray (vet to be voted)

Topics

1. Introductions/Icebreakers

2. Roles/Expectations

a. Org charts

- Unknown Chairs:

1. Event Videographer - Chris Sherlock- considering removing from budget
(A) Mary to email Ali/Jen if we need to have it again - otherwise \$3,000 in budget July 31st - (A) Board Email Janice Yu/Alice Kim - board members to email for the chair/needs - ensure time to get into the registration portal for EVP. Updates to request.
2. Directory -Prior year Mei Attangan - will have format - PTSA website had template - Membership chair to lead the push to have sign ups after membership drive - goal to distribute by Nov.
3. Yearbook: Nita Kelly - will need a co-chair
4. Magnet for year - includes full schedule of events for the year, have ready asap

b. Renew PTSA membership at EVP

- (A) All Board members are required to join
- Mary to email Tammy Chin to confirm website is ready, Volunteer application via district website
- Hand out PTA information at Kinderconnect, meet the teachers

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

d. Web review – Newcastle PTSA and WA PTA (log in: 1. PTALeader 2. Advocate)

- (A) Sangeeta/Katie - to email and follow up on Board member trainings - by November
- Log in: Go to PTA Leaders - Leader Resources
- (A) Secretary Set up tracker to identify trainings completed

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

- Check request - requires two signatures - email to Treasure or turn in PTA box
- Received by June 30th - otherwise donation
- Request Communication - bottom left of NPTA Website

f. Processes – communications and check requests

3. Strategic Planning

- a. Alignment to Mission, Standing Rules
 - (A) Mary to get vote to amend Article 1 - Section 5 “The Secretary shall keep the legal notebook current and available on the PTSA website digitally.”
 - Article II - Section 2 - Vote on updated budget
 - (A) Mary to review/confirm new WA state PTA fee - potential increase in fees
 - Vote on Co-Chair & Ways and Means co-chair
- b. Identification of top 3-5 priorities
- c. Strategy and Goal development
 - 100% Enrollment (A) Mary to email Tammy to see automatic enrollment in PTA with EVP - parents have option to “opt out”
 - Family Events - update Spring Fling to family event - field day
 - Parent Outreach - Parent Wiser provided by ISF
 - Update 4 Dr. Wood coffee talks
- d. Activities in prep for August meeting
 - Activity planning
 1. First two weeks of school, Popsicles on playground/meet the teacher (Bisa to get volunteer via programs volunteer), school supply disbursements (Week of Aug 14th) (TK delayed start)
 2. Computer to sign up for PTA, hand out car decals, PY directory
 3. Set up QR code to sign up/pay thru paypal
 4. Membership dues - all lumped together - is there a way to itemize into quickbooks - default list of purchases (A): Kathryn to reach out to Paypal)
 5. Art Portal - moving to portal 7 - Poornima to coordinate, need volunteers - move during August (EVP art docent volunteers)
 - Area-specific Goals (Membership, Student Enrichment, Family/Community Events, Parent and Community Outreach, Communications, Staff/Volunteer Support, Fundraising)

4. Administration

- a. Board meeting schedule – one meeting per month, determine best days/times
 - August Meeting - Wed 23rd, Tuesday 2nd of each month @ 5:30 (Nov. 16th, April 18th)
- b. General Membership meetings – target 3-4; should we do daytime or evening or alternate?
 - Sept. 14th - @ 6:30 - Nov. 16th @ 6:30 (Nom. committee), Feb 8th @ 6:30, May 9th (vote on new board)
- c. Vote on check signers
 - Mary, Bisa, Danielle, Jennifer, Janice -
 - Shellie Colby - motions to add Mary Vickers, Bisa Meeks, Danielle Colatasti, Jennifer Choi and Janice Yu as check signers; Kathryn Sciba seconds, all accepted, no objections or abstentions
 - (A) Mary - Contact Bank - Each signer needs to go in person to Homestreet bank to schedule appointment
- d. Volunteer position needs – list to Janis & Alice by July 31
- e. (A): Mary to send template for Board Bio, other to dos’

f. Review calendar and determined dates for magnets

5. Key Upcoming Dates

- a. Aug (TBD) – first “official” board meeting – bring preliminary plans for Sept – Jan.
 - Meeting to be held Wednesday - Aug. 23rd
- b. Aug. 29 – first day of school

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