

**Eaton Elementary
PTA Executive Board Meeting
August 4, 2009
6:00 p.m.**

Call to Order

Tammy Covil called the meeting to order at 6:06 p.m.

Approval of Minutes

Colette Culbertson made a motion to approve the minutes from the May 5th and June 11th Executive Board meetings. Patsy Brinson seconded the motion. The minutes will be filed.

Treasurer's Report

Jana Buhler reported we have \$12,132.02 in savings and \$5,160.51 in checking for an available balance of \$17,292.53.

Old Business

- Contact lists, Badges, Handbooks, Committee Binders – Tammy reported the contact list is only for board members. She requested the board check the list for accuracy and noted board members could add cell numbers to the information if they wished. Tammy also noted that everyone should have a PTA badge and if not, to let her know. Also, board members should have a handbook and bylaws. She noted that if committee chairs do not have a binder, they should purchase one and get reimbursed.
- NHC PTA Council Delegate – Gloria Cole will serve as Council Delegate this year.

New Business

- Review of Proposed Budget – Tammy Covil and Jana Buhler presented the proposed budget for 2009-2010. They explained it is modeled after last year's budget, with some additions. The budget will be presented for approval at the General Assembly Meeting on August 11th.
- Youngest Sibling Distribution logo – Tammy explained the acronym/logo YSD should be included in the top left corner of any communication the PTA sends home. This will save copies because only the youngest sibling in a family will take home the communication or flyer. The teachers will have a list of the youngest siblings in each of their classes, so they will know who receives the communication.
- PTA Website – We will add the newsletter to the website when it becomes available. Tammy explained she is still working on the site and will add more to the calendar as she learns the program. She stated we will leave the comments section of the site turned off for now.
- Fundraising Update – Attractions Books were distributed. It was noted to check the backs of the books to make sure they are for the Wilmington area; a few books for the Greensboro area were included by mistake.
- Olympian Fund – Tammy reported the kickoff assembly is planned for August 17th. Prizes for the different levels of giving will be announced at the assembly. (See committee report for details).
- Requests for Funds – Mrs. Cumbee-Moore has requested funds to buy a new carpet for her classroom. The old one is in disrepair and is duct-taped to the floor. The new carpet would help reduce the noise level in the room. Crystal Carpet can provide a 12'x25' bound carpet for \$350 plus \$35.00 delivery charge. The other request for funds comes from Gretchen Parker. She has no funding to purchase AR tests for books that were purchased last year. She is asking for \$251.16 to buy the AR quizzes. Jana Buhler and Patsy Brinson stated we could accommodate the requests without affecting our budget. There was some discussion among board members regarding the budgets allotted for the

5th grade Social and 4th grade trip to Raleigh and whether those budgets should be reduced overall. Tammy explained the budget has already been reduced by at least \$1,200. This is the amount we will save by not printing the PTA newsletter and producing it electronically. Patsy Brinson also explained the budget has been trimmed by at least \$30,000 over the last three years. Some PTA committees do not use all of their allotted budgets; for example, Grounds only used \$300 of its \$500 budget last year. The budget this year reflects \$6,000 in budget cuts. Sherry Kooyman made a motion to approve the request for funds for Mrs. Cumbee-Moore and Mrs. Parker. Mike Messineo seconded the motion, and the board passed the motion to provide funds for these requests.

Principal's Report

- Mrs. Byers thanked everyone for serving on the board this year and for the PTA's help this year in light of NHC budget cuts.

Coordinator Reports

- Volunteer Coordinator – Cathy Bagley reported a very good turnout for the Volunteer Information Breakfast, and she thanked the board members for attending the event. She is beginning to compile the volunteer list.
- Special Projects Coordinator – Gloria Cole reported for Paula Scott. Paula is scheduling Eatin' with Eaton nights for the year. The first one will be at Zaxby's on August 18th from 5pm to 8pm. Paula is also working on the Phone-A-Friend directory. She is hoping to get assistance with this project from two people who worked on it last year.
- Publications Coordinator – Sherry Kooyman reported that because the newsletter will be online, submitted articles can be any length. She stated the deadlines for submission are printed in the calendar. She is currently working on a T-shirt design. Tammy thanked Sherry for her work on the PTA Information Packets and calendar – they look great.
- Council Delegate – No report.

Committee Reports

- Academic Excellence – No report.
- Cultural Arts – Gina Holdford reported students will start working on Reflections entries next week in art class. The theme this year is "Beauty is . . ." Gina also reported she is working on booking the Children's Theater of Charlotte for a performance.
- Fall Festival – No report.
- Grounds – Tammy introduced the new Grounds Chair, Mike Messineo. Mike asked if volunteers should come on Thursdays or Saturdays. Mrs. Byers stated if the office knows ahead of time which Saturdays, they can arrange to open the school. The board decided to only have grounds volunteers on Thursdays for now. Mike will have some volunteer names when Cathy Bagley completes the Volunteer list, and we can solicit help via email.
- Holiday Bazaar – Tracy Willis reported she has a list of about 47 vendors. The board discussed booth fees and percentage of sales from vendors. Last year an honor system for vendors was used and did not work well. The question of should we charge the same amount as last year arose. Tracy explained in order to recruit vendors she needs to know what we can offer them. The board agreed vendors should pay both a booth fee and for tables. After some discussion, the board agreed to charge a \$35 booth fee if the vendor brings their own table and \$45 for booth and a table. Tammy explained the vendors need to be cash and carry; no orders. The board agreed to ask vendors for donations to raffle at the event.
- Hospitality – No report.
- Membership – Sue Gray reported we have 207 memberships so far, including eleven teachers. As far as which class has the most memberships so far, Mrs. Harriman is in the lead with 30 memberships. Sue reported the theme this year is "Ice Cream Scoops." An ice cream party is planned for classes with 100% membership. Sue stated she will send reminders to teachers to remind parents to sign up for PTA memberships.

- Talent Show – Leslie Wiegler reported she will coordinate with Mrs. Mitchell to set up the date/dates for the Talent Show. The board discussed many options to help manage the Talent Show: two events in one day or over the course of two days (not enough budget); each child in the show is issued two tickets and a nominal fee is charged for any additional tickets(would give priority to children in the show); limit participants by insisting on karaoke with no singing along with words; include an intermission which would stagger acts, giving parents the option of leaving after the first act; put participating kids in a “green room” (perhaps in the Media Center where they could watch the show via closed-circuit TV) during the show to allow more seating in the Multipurpose Room. The board decided not to break the show into 2 events and to pay Ms. Carroll to help control the kids at auditions and the show. Tammy suggested shortening the program by cutting out the emcee and focusing just on the kids’ talents. Leslie will determine an appropriate date and work with her committee to streamline the event.
- Teacher Appreciation – No report.
- Ways and Means – Liz Smith reported the Olympian Fund Assembly is planned for August 17th. The prizes will be: \$40 donation – magnet. \$60 donation – magnet and wristband for inflatables at Bounce & Bingo. \$100 donation – all of the above, plus chance to win one of 5 party packages. \$200 donation – all of the above, plus chance to win Grand Prize of season passes to Jungle Rapids Water Park. Liz will present the details for parents at the Open House General Assembly meeting August 11th. Liz will work with Sherry Kooyman on the printed materials for the Olympian Fund Campaign.
- Yearbook – No report.
- Teacher Representative – No report.

Adjournment

7:36 p.m.

Attendance

Gloria Cole, Tammy Covil, Sherry Kooyman, Leslie Wiegler, Colette Culbertson, Patsy Brinson, Gina Holdford, Michael Messineo, Cathy Bagley, Beth Davis, Susan Gray, Janna Quinn Buhler, Liz Smith, Heather Byers, Fonda Dickens, Tracy Willis.