

Terraset PTA Meeting Minutes

7pm, Tuesday March 3, 2009

The meeting opened at 7:07pm

Members Present: Renee Gilanshah (President), Stephanie Randall (Vice-President), Marsha White (Treasurer), Liz Falcone (Secretary), Dianne Rose, Pam Sipher, Traci Waller.

Apologies: Ellen Cury, Joan Carter, Annette Bobby, Laurie Hodge, Scott Logan

1. *Renee Gilanshah opened the meeting* and welcomed all present.
2. *Minutes from February 3, 2009* were presented and reviewed. Pam Sipher moved that they were an accurate record of the meeting, seconded Traci Waller. Agreed.
3. *Matters arising from minutes:* Renee tabled a report on the fall After-School Programs (see attached), and passed onto the Treasurer \$5015 in checks.
4. *Treasurer's Report* (Marsha White)
 - 4.1. Almost \$33,000 in gross income for the year and more than \$4,000 in receipts from innisbrook, boxtops, spirit wear, and bingo in February.
 - 4.2. Expenses just over \$1100 – primarily assemblies and mini grants. Balance at \$1400 at end of month.
 - 4.3. Need to order checks. May need to consider getting checks through private supplier as cashier indicated Wachovia will charge us for checkbooks.
 - 4.4. A \$60 fee was charged on one statement for counting money. On querying this charge both teller and customer service agent said should not have been levied. According to bank, we are limited to number of deposits, possibly 260 transactions. There is some ambiguity as to whether this restriction applies to actual check count or total deposit. Marsha will investigate alternative banking services.
 - 4.5. There was a query as to the balance available to assemblies -- \$2,500.
 - 4.6. Bird rescue may be an added attraction for carnival, suggested donation of \$250. Girls on the run may have funds available.
 - 4.7. A check request from Joyce Carr was noted as unprocessed. Marsha recognized a misunderstanding in processing the request and undertook to correct the matter.
 - 4.8. The Lowes Grant has restrictions on how the money is to be spent. Discussion followed as to how we will monitor that. We are not required to submit formal financial report, but Lowes does want interim updates on usage. It was suggested that we establish a Lowes Grant Management chair in 2009-10. An executive decision appointed Renee Gilanshah to the position.
 - 4.9. General discussion about importance of advertising assemblies prior to the event. It was generally accepted that it is more practical to report on assemblies after the event.
5. *Principal's Report* – In Mrs. Cury's absence, Renee was able to advise of a groundbreaking ceremony to be held on April 14th, the 8th anniversary of the certification of the Butterfly Garden as a Wild Life Sanctuary. The ceremony will be held between 1:00 - 1:15pm. SCA representatives from each grade will participate. Ellen will invite all the School Board

executives. James Mescall will write and distribute a press release. Possibly, there will be a butterfly release.

6. *Membership Update* (Stephanie Randall)
 - 6.1. The Fall Membership Drive resulted in only two new members. While this is somewhat disappointing, it can serve as a base on which to improve for next year. Stephanie suggested using visual aids, e.g. a graph, to visualize progress towards our target. We also need to demonstrate the benefits of membership.
 - 6.2. As membership drives are typically coupled with requests for special contributions, we need a “wish list” from the school to focus fundraising.
 - 6.3. Collected to date: Membership Dues \$1320; General PTA Fund \$572; Capital Fund \$26; Math Fund \$54; Butterfly Garden \$67; After-School Programs \$324; General Funds \$572.
 - 6.4. Stephanie is interested in working with Maureen Thomas to match Terraset with organizations that may be interested in supporting our school. Together, they can work on building dollars and/or projects. Wish lists would have to come from teachers so that they can be matched to a potential donor. It may be appropriate to use the existing mini-grants process to determine how the funds are allocated. However, we may need to create a more formal description of the mini-grant process, even make a due date for applications, so an overview of the school’s needs can be taken into account before allocating grants. Applications not funded could then be added to the wish list to attract more funds. This would enable PTA promotions... “Your PTA money bought this”. It was agreed that this topic should be an agenda item for next meeting.
7. *BoxTops and Campbells Soups Labels Update* (Pam Sipher)
 - 7.1. Most recent collection drive just finished. Ms Matthews’ class first, Ms Hagen’s second, Ms Miller’s and Ms Golden’s equal third. 91 students (23%) participated. Collected \$301 worth of boxtops since Oct 31st and have 2000 Cambells Labels points. Another flyer will be distributed in the next Tuesday Pack for collections through April 17. Unlikely to clash with carnival. Pam is planning another flyer April 28th to promote collection through May 9th. She is also planning a collection sheet for summer. BoxTops have already exceeded budgeted target amount for this year.
8. *Spring Carnival Planning Update* (Traci Waller)
 - 8.1. YMCA have committed to sponsor the Fun Run. They will also have an information table.
 - 8.2. Fun Run registration will be online, Rob Somer to organize. Will provide link from PTA web site.
 - 8.3. Big games may be acceptable as companies are typically insured. Nature club designing games too.
 - 8.4. Whole Foods are keen to participate. May contribute cups and grocery bags
 - 8.5. Looking to finalize earth day portion
 - 8.6. Plant “sale” going ahead. Since we have determined not to have vendors – may be “by donation” event.
 - 8.7. Information tables from Discovery Creek, YMCA, National Wild Life confirmed.
 - 8.8. Mrs. Wheel and Mrs. Goldman will have displays of artwork and instruments made from re-purposed materials.
 - 8.9. Filtered telescope and sun dials confirmed
 - 8.10. Traci is hoping to arrange a "earth" hotair balloon for advertising.
9. *Silent Auction Update* (Liz Falcone)

- 9.1. Over 40 donations from businesses to date totalling in excess of \$4000 in value
- 9.2. Teacher donations are starting to roll in
- 9.3. Call for family donations distributed last week
- 9.4. A discussion with Carolyn Lowe last week clarified the organizational processes
- 9.5. A newsletter on running silent auctions suggests 50 items is adequate for an auction where 200 bidders are expected, suggesting it is better to stimulate interest in a moderate number of things and sell everything.
10. *Innisbrook School Supplies 2010* – Laurie Hodge has agreed to coordinate.
11. *School Musical* (Annie Jr.) – Liz Falcone advised that the cast has been finalized and rehearsals have begun. Mrs. Goldman has decided to have an additional show on May 14th. Therefore, it will be necessary to promote the show to a broader community than just Terraset. She hopes the PTA will be able to assist.
12. *Grant Applications Update* (Stephanie Randall)
 - 12.1. Stephanie will now chair of Grants Committee
 - 12.2. Gary Powell will help write selected grant applications.
 - 12.3. Currently investigating a math grant for up to \$4k. Can be used for inservice e.g. bringing in consultant, going to workshops. The grant committee is working with Maryanne Capets, Jessica Matthews, and Ann Donavon.
 - 12.4. A Dominion Electric grant is also being investigated – the school science committee will consider whether to apply for up to \$10k to encourage development of new curriculum for the study of energy and the environment.
 - 12.5. Ellen Cury subscribed to a grant repository but no information has arrived.
 - 12.6. We missed the cycle for many grants this year, but will be better prepared for next year.
13. *Other Business*
 - 13.1. A Magician who performed at one of our assemblies is interested in promoting his math in magic book and has offered 40% of sales through Terraset to the PTA. It was generally agreed that this could be a good addition to math night. Outback dinner sometimes has a performer, it was suggested that he may be suitable. The book could be considered for carnival prizes. May be of interest to teachers.
 - 13.2. Renee advised that RA has asked to be included in our insurance policy for the Fun Run. Insurance company will issue a one day certificate.
 - 13.3. A discussion on Tigers on the Town followed. Suggested that we should have another McDonalds night since next time would deliver 20% of takings, however, will not arrange until the check for the first night is received. Generous George has expressed interest in offering a “dine for dollars” night. It was suggested that it may be too far to travel for many of our families.
 - 13.4. Dianne Rose presented a slate of officers for next year. Nominations have been received as follows: President – Stephanie Randall; Vice President – Heather Thomas; Treasurer – Annette Bobby; Secretary – Liz Falcone.

The meeting closed at 8:44pm.