

## **ARS PTSA Executive Committee Meeting September 5 2017**

Present: Arturo, Susan, Leticia, Josie, Diana, Jane, Melissa, Christina, Charlie, Mark, Dayna, Lori, and Anah, and Victor

Arturo opened meeting at 5:03

### **September events**

Back To School Nights

12th- 8th grade back to school, and the 13th is high school back to school night

Executive committee members attending – Leticia, Victor, Josie and Jane – table in entryway to Big Gym. Leticia will do speaking at start. Slideshow for cafeteria. Get there at 5:30 to staff table at entry way to share website and encourage online purchases. We need to do sales per our website notice for the events. Victor will get a new order of small jackets and new polos hopefully by 12<sup>th</sup>.

Jeanne's Retirement – last day is Friday Sept 29<sup>th</sup> – PTSA being requested to provide breakfast. Discussion of how to have PTSA recognize Jeanne – would like to donate to have PTSA donate to the ARS Foundation; there are memorial plaques in the courtyard- about \$300 to make a plaque in her name for Courtyard. Breakfast - Melissa and Christina will purchase lovely buffet for the breakfast – purchase approved out of Hospitality line item. Solicit online contribution – Mark will set up a form on the website – to allow donations towards cost of appreciation plaque and any contributions above that cost will be donated in Jeanne's name to ARS Foundation. Event will be at 8:30 on Friday Sept 29<sup>th</sup> and all members welcome. Set up at 8 AM.

Homecoming is October 20<sup>th</sup> – tail gate at 4 PM and 3:15 pep rally – PTSA Dad's club will do beef hotdog and veggie dogs with chips and water monster. PTSA will pay for food costs and Mark is coordinating this event. Has one Dad who will help Mark coordinate. PTSA line item is \$650 – food expected @ \$600 and rest is for dance costs. The game this year is against Crockett. Consensus is to request General Meeting agenda item for a line item request to increase this line item for costs for the Dance – from \$600 to \$800.

September Teacher appreciation with donated deserts- look for email to all school parents from Melissa.

### **August Events**

Teacher back to school luncheon was a big hit.

### **Plans of Work for Upcoming Events-**

Melissa will develop one for Sixth Grade Back to School, Jane will do High School back to school plan of work. Mark turned his in Jane to add to Google Drive and PTAvenue. Josie will send evite to Drive account linked to website.

Needed from all executive members- Josie will send out link to the form in Google docs..... then we update as needed this year.

## **Bylaws Update with Mission Statement**

Table to next month when Jessica is here

## **Dad's Club Update**

Come and volunteer at next event – Homecoming!

## **Bond Update from Austin ISD**

Anya passed out flyers with info for the Bond impacts and facts. Anya will send out the ARS specific talking points for educational purposes. PTSA can advocate for the passage of the bond but AustinISD employees cannot advocate but only educate. Jane will inquire to find out the PAC – we want to do block walks and have yard signs – then we could offer them out. Josie will get out ongoing twitter and facebook messages for the PTSA – include talking points and encourage telling our neighbors and friends. Executive Committee supports this bond.

## **Membership Report**

Lori shared first preliminary report for membership. Currently at 364 membership total and this is on track for prior years. Enrichments will come in and we need deadline- Sept 30<sup>th</sup>. This allows Lori to make first membership report to Texas PTA. Discussion of the Lonestar PTA that is donating to the Houston recovery efforts – this is not our umbrella PTA which is Texas PTA. This is a need ARS is addressing elsewhere. No faculty has joined yet-

Need to have Executive Committee member at Thursday 1;45 pm staff meeting- Melissa volunteered- will share need to submit for up to \$50 dollars for class supplies, and need to join for \$7.50.

## **Fundraising Committee Report**

Banners from last year are all down now and this year's sales have begun. Susan removed the old banners and is contacting all renewals. Susan requests we share this with any small or local businesses we frequent and passed out hard copy flyer. She has received strong feedback that it works to bring in business. The banners stay up for one full year (Sept to Sept) and are still \$250 for purchasers. Our costs haven't changed. Susan will draft for mass email to all parents and the banners are in office. Susan will send the flyer to Josie for the facebook and to Anya for email blast weekly. Susan recommends next year we consider increase in sales price. Discussion of how to feature Banner purchases in our social media feeds. Susan solicited ideas for fundraisers and we have tried to develop a fundraising committee but there has not be follow through for this in past. Susan shared that we could try to nominate ARS Foundation for consideration for Wheatsville donations – Susan will research when to nominate – and target for next year.

## **Treasurer Report**

Beginning Balance and ending balance for accounts shared by Dayna. She is developing the books, to reconcile for the two accounts. Any submissions for payment must have a payment voucher – or Dayna will reject it. Itemized Deposit forms will be placed in the cash boxes so we always use this form for any event where sales are taken.

## **Financial Reconciliation for 2016-17**

Melissa shared the progress for this effort. Dora Perez and Rene Alsobrook were the members who did the review. Monthly statements were missing for Chase for June and A+ for that account. The two members reported the reconciliation was inconclusive.

### **PTSA Scholarships**

Scholarship reconciliation spreadsheet with all four current scholarship recipients and where they are. First awardee, Rosa has now rolled off the spreadsheet because she graduated from University of Colorado already. We have paid to Duke and Earlham this year. We still need to pay out for Puget Sound and Ryder. Discussion of what the PTSA can support over the four year period of scholarship payouts and what options are available to best support alumna. Tabling this discussion to the October the 3<sup>rd</sup> Executive Committee meeting. Decision needed by mid October- rules for scholarship selection- specifically committee will go up to 6 members which risks tie vote and decision on how many scholarships to offer at which amount for the 2018 graduating class.

### **Banking Options**

There have been significant problems with transitioning Chase account this summer. 2016-17 Treasurer and president were removed and paperwork submitted and verbally approved for Arturo and Dayna to be placed on account as signatories. Then Chase contacted them in August and asked for additional personal financial information and has not approved their signatory authority. Randolph Brooks Federal Credit Union (RBFCU) will do a non-profit account as long as a board member has a savings account there. Dayna called four banks/credit unions and she recommends RBFCU as they offer unlimited transactions to non-profits and no minimum balance

Charlie made a motion to move all funds out of Chase and to RBFCU and Melissa and Lori seconded this motion. Arturo, Dayna and Jane will go to Chase and try to move the funds in September.

## **Communications Report**

Josie thanked Mark for our new revamped website. ARS posted our link and we have had more traffic there. Facebook group is private and joining is required. Big posts planned for this month- membership drive, bond info and Banner Sales. General happenings at ARS are needed to post too – photos and videos needed- for any ARS activity and events. Reminders have been very helpful. Goal is to grow our platforms. Twitter – we are up to 110 and Facebook is now up to 112.

Discussion – how to print the gorgeous posters that recruit new members. Options to print our Sales info include foam board to put on tables or plastic. Diana will call to ask if Austin ISD print shop can do this. Susan will share Rocket Banner contact to make smaller banners that can be on tables or tape to wall.

## **PTAvenue Update**

We activated the 60 days free trial , helper emails being sent to all Executive committee members elected and appointed. Also can go in as parent and register. Lori is going to put membership into this

system and then we will eventually get financials there. Jane will be interim head admin to get set up. Only Arturo and Dayna will have financial access – right now all committee members have access to everything else.

Meeting adjourned at 6:49

### **General Meeting/Social Agenda Items for October 10th**

- Budget- Line item request to increase Homecoming line item from \$600 to \$800 due to increasing food costs.
- Results from 2016-17 Financial Reconciliation
- Audit Committee and Nominations Committee volunteers
- Used Uniform Sales Chair Needed
- Vote on Support for Bond by ARS PTSA membership