

## ARS Executive Committee Meeting January 9<sup>th</sup> 2018

Attending: Arturo Guajardo, Lori McClure, Jane MacLean, Charlie Foreman, Victor Villavicencio, Leticia Marquez, Josie, Dayna Wallace, Jessica McMillen, Susan Slattery, Diana Nenque, and Gary Straus and Andres Salas

Arturo opened meeting at 5:05

Introductions and Welcome to Dad's Club new Co-Chairs Gary and Andres

### Student Council Report

Pended to next meeting as Admin representative and Students not available for this meeting

### Treasurer's Report

Report distributed by Dayna and reviewed. Line by line review and discussion held. All four years scholarships have been distributed but one is not yet cashed.

Discussion of Online Sales and costs – Mark Penniman has been privately donating these costs for online store, website, and hosting costs. Discussion that this is PTSA budgeted costs, and we can roll online store into PTAvenue function. **Next Steps: Arturo** will reach out to Mark to thank him for this support an encourage him to get reimbursed for costs. Also to ask Mark to train another person on all these accounts- WordPress, JOT form, etc....

Discussion of the line item for a Yearbook ad- it's time to purchase this with the ARS student editors. IN past the editors have made the ad for PTSA. **Next Steps: Josie** will follow up with PTSA Communication Interns and make sure this happens.

Discussion around the Class funds which have not been transferred, per the new Funding Overview for the accounts –done at least once year. After discussion, unanimous approval to transfer of class specific funds to their accounts at end of January 2018 and also as planned at fiscal yearend (June 2018). Transferring now will help grade level faculty plan events and field trips. The standing rules call for 50% to be distributed to the Class accounts. **Next Steps: Lori and Dayna** will coordinate transfer

Discussion of cancellation of Tamalada 2017 in December and what to do with this line item. Ms. Nenque cancelled due to low student registration then after cancellation many students came to her about event. She expects it to happen next year. Goal of event is parent and student involvement and enrichment at school. Discussion of what to do for this during remainder of year – maybe a parent/daughter tea event or other type of parent event. **Next steps:** Executive committee approved changing line item name from “Tamalada” to “Tamalada/Parent Event” and **Dayna** will make this change. **Ms Nenque** will follow up with planning of event and discuss at later meeting.

Discussion of PTSA training Item – not yet used but all of elected Executive Committee (Arturo, Jane, Lori, Leticia, Dayna, and Jessica) must do the online training at the Austin PTSA Counsel website or attend the in person training. The website is up and running again per Dayna. **Next Steps: Dayna** will

send reminder of the link to site, all elected committee members need to do the basic training and pay for this with credit card – then submit reimbursement form).

Action Item: approval of two tax free sales events allowed by Texas law; historically logo sales day and one other event is selected.

Discussion around events, Banner Sales day was unanimously selected as the second tax free sales event for this year as it's the biggest single fundraiser this year. General appreciation shared and celebrations for Susan for the increased success of this event this year! So many banners have been sold we have exceeded our planned printing budget line item. **Next Steps:** Approval at General Meeting of increase of Banner Line Item from \$750 to \$950.

Discussion of ongoing Pay Pay account management - Dayna is still working with Mischa (Last year's treasurer) to get this going and depositing into RBFCU account.

Action Item: Accounts and resolving Chase account - per prior meetings decisions about which accounts to use, the Chase Account is being shut down and the Executive committee unanimously approves this by the end of January 2018. **Next steps: Arturo and Dayna** will close account as current signatories

## Membership Report

Lori shared that membership remains at 524 (same since November) and was higher this year than in past. May affect next years cost for PT Avenue.

## December Event Recap

Christina updated on December Appreciation Event was Gift Card donations from membership which were distributed at last day of school, big success!

## January Events

Christina updated on planned Healthy Breakfast for Faculty this Friday the 12th– donations from Volunteer Spot.

**January 20th ARS Showcase** – this event is vital for PTSA to be there. Discussion of what's needed and what PTSA has done in past years. **Next Steps: Diana** will check with Admin to find the 2017 purchased magnet name PTSA badges; Attending event will be **Arturo, Lori, Adres, Leticia, Dayna, Josie and Jane**. **Christina** will make arrangements for purchase of breakfast tacos and coffee fixings for staff that morning – 100 tacos should do – they go in the teacher breakroom. Arrive by 8:30 to find parking and for sure a little before 9 to get name badges, and add “Yo hablo español” is very important if you can. Event over by Noon. Gather in cafeteria.

## Standing Items

This item is unclear, Next Steps: **Jane** will check past meeting notes to identify item

## Enrichment Procedures, Scholarship Fund & Logo Sales

This was reviewed in depth in December. See notes for more information, Funding Overview was distributed and this will be added to February Executive Meeting agenda for additional discussion.

## ByLaw Review

Jane did not bring printed versions of the final drafts to this meeting, but they were reviewed at December meeting and approved by attendees. Needed quorum – will put on agenda for February Executive and General meeting. **Next Steps; Jane** to share by email.

## February General Meeting planning (Wellness Event)

Jane had not coordinated with Lori about this meeting. **Next Steps; Jane** will get confirmation on what works for the ARS Wellness Committee & she will send email for executive committee approval.

## February 6th Executive Agenda Items

Standing Items - Minutes Approval, Treasurers Report, Membership Report, Past Events Report, and Upcoming Events Report (from past years); Student Government Updates (if they are available added Sept); PTAvenue Set Up (added November meeting); Doing Plans of Work for Each Event (added in August)

By Law Approval – from Email

Nominations Committee for 2018-19 PTSA Executive Committee

## General/ Social Meeting February Agenda Items

Budget Line Item Changes - Banner Printing Line Item – increase from \$750 to \$950

Approval of Proposed New By Laws & Submission to Texas PTA

Call for Nominations for 2018-19

Wellness event TBD