August 9, 2022

**Spring Garden Elementary PTA**

**SUMMER BOARD MEETING**

**ATTENDANCE:** Lana, Shelly, Katie, Cari, Meghann, Brie, Wendy, Tara

**NEW BUSINESS:**

* SET CALENDAR:
  + Scheduled PTA Meetings: 1st Tuesdays @ 6pm ( \*- noted exceptions)
    - **Monday, Sept 12th- Board members ONLY \***
    - Tuesday, October 4th
    - Tuesday, November 1st
    - **December- none\***
    - **Tuesday, January 10th\***
    - Tuesday, February 7th
    - Tuesday, March 7th
    - Tuesday, April 4th
    - Tuesday, May 2nd
    - Tuesday, June 6th
  + Last day of school- Thursday, June 15th
* SCHOOL WEBSITE AND MEMBERSHIP FORMS:
* Shelly will help Ms. Brewer with the PTA website
* Katie S. will track them members and their payments for the 2023-2024 school year and edit the membership form for this school year
* $10 per member or $15 per family
* Booth set up at Open House and Back to School Night
* List of members need to be submitted monthly in the future
* Membership fees can be paid via PayPal, cash, and/or check
* Membership cards- Shelly will make the cards and laminate, give to Katie, and JT will cut them out, and Katie will distribute them
* BUDGET FOR THE YEAR: (see Tara’s spreadsheet for updates. Additional budget notes listed below.)
* **5th Grade EOY**- increase to $800, family donations fund signs, decorations, etc.
* **Fuzzy Grams**- continue so that each student gets one
* **Art to Remember**- no dates yet
* **Mother’s Day Sale-**
* **Movie Night-** purchase popcorn in bulk and divide into smaller bags, purchase movie license (newer movies= more money)
* **Apparel Sales-** 
  + Tie dye shirts $14.50, sell for $17 ($2.50 profit per shirt)
  + Plain red shirts cost $9.00, sell for $12 ($3 profit per shirt)
  + $2.50/$3 mark-up on future items, whichever makes price a whole-dollar amount
* **Bingo Night-** many daubers leftover in the shed, possibly look to rent tables from somewhere else due to Dreamers’ delivery fee, will need to order new BINGO cards
* **Charleston Wrap-** all Shelly 😊
* **Dining Night Out-** continue with monthly events
* **Garden Party-** we can possibly cut down on rented games, buy a sprinkler/misting station, make the baseball throw game
* **Hershey Park Tickets-**
* **Donuts with Grown-Ups-** combining both breakfasts, cut down on cost for kids, send out RSVPs to get accurate headcounts
* **Cultural Programs-** 2 programs already booked, already have money for this year ($799 and $600)
* **Agenda Books-** keep at $1600
* **Birthday Books/Breakfast-** raise to $800
  + Idea moving forward- certificates for all the students who completed the summer reading program and recognition at the first pep rally, instead of breakfast
* **Field Trips-**
* **Playground-** continue to let funds accrue for future needs
* **Girls on the Run**- keep at $100
* **Safety Patrol**- keep at $75
* **Field Day popsicles**- keep at $200
* **Faculty Appreciation-** increase to $1200
* **Instructional materials-** increase to $1900

**ADDITIONAL BUSINESS:**

* School Directory- send out a google document for parents to fill out with personal information, as well as a paper option that can be submitted to Katie and she will enter the info. Do not need to budget money for this but as a group, we decided this was a good idea to move forward with
* Treasurer Reminders:
  + 2 people must count the money on the school premises after any event that collects money for the PTA
  + Tara has an itemized form to document funds collected
  + Wendy and Brie are allowed to count money
* Upcoming Events: (Katie can start to post some of the SGE PTA Facebook page)
  + 9/1 (Thursday) Open House
    - Spirit Wear booth- Katie
    - **PTA booth- TBD**
  + 9/2 (Friday) Lunch for 80 from PTA
    - Lana will order wraps (Santonis, BJs, Weis)
    - desserts and/or sides provided by PTA board members
  + (September) DNO @ Bus Stop
  + 9/15 (Thursday) Back to School Night
    - PTA table volunteer: Tara
  + 9/19 (Monday), closes 10/7 (Friday)- Charleston Wrap orders
    - Chair: Shelly
  + (Late September) Mom’s Night Out (try to have quarterly)
    - Chair: Meghann
  + 9/30 Movie Night
    - Chair: Shelly
    - Co-Chair: Lana
  + 10/4 PTA Meeting (first open to all members)
  + 11/18 Bingo Night
    - Chair: Meghann
    - Co-Chair: Cari
  + 12/2 Parent’s Night Out- $20 per 1st kid, $10 for each additional child, duration: 3hrs, must register ahead of time
    - Chair: TBD
  + 2/14 Fuzzy Grams
    - Chair: TBD
  + Spring Fundraiser- Hershey Park
    - Chair: TBD
  + 5/12 Mother’s Day Flowers
    - Chair: Danielle
    - Other Volunteers: Cari
  + 5/18 & 5/19 Donuts with Grown-Ups (half the alphabet on each day)
    - Chair: TBD
    - Cari will make RSVPs for the event
  + (late May) Garden Party- need to double check on date for Hampstead Day
    - Food:
    - Ticket Sales:
    - Games:
    - Prizes:
    - Volunteers:
  + 6/14 5TH Grade Farewell
    - Chair: Katie
    - Katie will reach out to other 5th grade families for help with this event
    - Meghann volunteered to help as well
* Exercise:
* Lana will discuss with CrossFit instructors
* Parent’s Night Out Notes:
  + winter theme
  + Minute to Win-It games
* 2021-2022 School Year Audit:
  + Meghann, Cari, and Wunder will find a date to do the audit before the next meeting
  + All audit documents provided by Tara were left in Wendy’s office for safe keeping