

Fox Mill PTA General Meeting Minutes
28 October 2021
Virtual Meeting via Zoom

1. Call to order

2. Members present

Seth Edwards, Russel Douglass, Brian Moose, Tory Nelson, Emily Chappell, Sarah Kingdon, Trish Atkins, Erica Scott, Charity Moreno Hines, Kristen Robbins, Kate Hammond, Amy Kalfus, Ryoko Messeder, Rachel Murphy, Stephanie Schauder, Tara Kawasaki, Adriana Iglesias, Megan Barber, Darius Brown, Leila Kizer, Erika, Erik K

Quorum was established via chat check-in and recording of names through the Zoom platform.

3. Approval of prior minutes

The minutes of the 16 September 2021 general meeting were approved as correct. Motion to vote and approve by Seth Edwards; seconded by Brian Moose; quorum reached and Zoom “hand raise” vote to approve.

4. Principal’s Report

Mr. Moose reports how well the school year has started well and they are so thankful for the combined efforts of staff and families. The lunch help through October was much appreciated and worked really well, and he has been able to hire additional staff for the cafeteria as well as additional resource people. Tory Nelson and Shannon Berry both joined the Fox Mill team this year.

5. Treasurer’s Report

(See attached PDF for full report and budget)

September and October income was all membership. There was a question regarding fees on our (non-profit) bank accounts, and it was clarified that those were to stop payment on uncashed checks from the prior administration. Our accounts are typically consistent with non-profit accounts’ minimal fees.



TreasurerReport_Oct
28_2021.pdf



FY21 FMES PTA
Budget.pdf

6. Open Roles

An online volunteer interest and availability survey will be released on Monday; please check it out even if you only have a few minutes to give here and there! Thanks to those who already filled out paper forms; if you are able to do the online one, it has a different question set and will help us establish our database.

a. VP of Fundraising

Board member tasked with coordination of various fundraising efforts.

b. Membership coordinator

Collects all membership applications and information from across different application platforms; compiles membership list; verifies attendance of members at general meetings for purposes of quorum establishment. (Highest effort: August – November)

c. Room Parent coordinator

Using school-provided list of room parents, communicates with room parents to establish efforts and information across the school.

d. Dining for Dollars coordinator

Works with vendors to plan monthly “dining for dollars” spirit nights at local restaurants.

- e. Fox Mill Art coordinator
Runs the Fox Mill Art Program, a volunteer docent-based program to bring monthly art projects into each classroom. Coordinates selection of artists to study, generation of lessons for each artist, and grade-level appropriate projects for each artist. Coordinates parent volunteers into docent and helper teams, and guides coordination with teachers of lesson times and overall calendar.
- f. Teacher Breakfast coordinator
Works with grade-level room parents to organize monthly grade-level supported teacher breakfasts. Coordinate dates and total food needs with Mr. Moose; establish and monitor signups for food/drink/plates/etc.; arrange volunteer presence/support at breakfasts as necessary.
- g. Library/Book Fair coordinator
Work with Mrs. Slusher to identify library supports and engage volunteers; support information table at in-person book fair.
- h. Event and club coordinators (skate night, movie night, chess club, art club, etc)

7. **Planned events and activities for the year**

Dependent upon volunteer involvement! Please sign up to help 😊

- a. General meetings will be: 11/18, 12/16, 1/20, 2/17, 3/16 (WEDS), 4/21, 5/19
Meetings will remain virtual, 7pm, 3rd Thursday of the month unless otherwise indicated.
- b. Monthly dining for dollars
First will be at Chick-fil-A Village Commons, Wednesday, 11/17, 4pm-8pm.
Chick-fil-A will continue monthly; additional restaurants will be added with engagement of additional D4D coordinator.
- c. Monthly teacher breakfasts, grade-level supported
PTA sponsored the 10/29 teacher breakfast; will begin in November with 6th-grade supported effort, then 5th, 4th, etc.
- d. Fox Mill Art
Trying to gather as much historical data as possible, need a coordinator for this but are hoping to get one or two projects in classrooms this year.
- e. Skate Night
January/February; requires a coordinator to volunteer
- f. Movie Night
April; requires a coordinator to volunteer
- g. 6th Grade Activities
Trish Atkins is coordinating these; basketball game is March 18th, other events (social, graduation, etc) are in the works
- h. Teacher Appreciation Week
Jess Kennedy coordinates, in May
- i. End-of-year Picnic
This is during the school day for students and staff, Mr Moose runs the grill and everyone eats outside.
- j. Directory
Currently ramping up coordination of data and permissions to assemble this very useful tool.

8. **Fundraising options and events**

Currently investigating additional fundraising options, including larger deliverable items, candygrams/pencilgrams, more dining for dollars venues, social events, etc.

9. Vote to approve working 2021-22 budget

Voted to approve the current working budget as presented; Seth Edwards motions to vote in approval, Trish Atkins seconded. Quorum was present and motion passed.

10. New Business

No new business was presented; questions were of minor clarifying nature to the above items.

11. Meeting adjourned.

Minutes

Approved as presented _____

Approved as corrected _____

Secretary (signature)

Fox Mill PTA Meeting Date- Oct 28, 2021

Treasurer's Report Oct 28, 2021

Monthly Financials

Current Checking Account Balance -- \$19,187.36

Outstanding Checks-- \$1,996.37

Banking Fees--\$78.00

Available Balance--\$17,190.99

Expenditures in Sept/Oct

Expenditures \$78.00 (Banking fees)

Income Sept/Oct

Income: \$ 2560.52

*Income includes deposits from Pay4SchoolStuff website (which happens weekly),
Deposits in cash and checks from PTA Membership dues and Donations*

Fox Mill PTA Budget 2021/22

Fox Mill ES PTA Proposed Budget 21/22 FY	Budget 2021-2022
Income	
Revenue, General & Administrative, from banks, etc.	
Membership Dues	
Flat Donation Drive	500.00
PTA Membership dues	2,500.00
Total Membership Dues	<u>3,000.00</u>
Total Revenue, General & Administrative, from banks, etc.	<u>3,000.00</u>
Self-Funding Activities	
Spirit Wear	500.00
Japanese Cultural Committee / Matsuri	2,000.00
Movie Night	3,000.00
6th Grade Social	1,000.00
6th Grade Activities	1,000.00
Teacher Appreciation	4,000.00
Yearbook	9,000.00
Total Self-Funding Activities	<u>20,500.00</u>
Fundraising Income	
Fundraising Events	2,000.00
6th Grade Basketball Game	6,500.00
Corporate Programs	
Corporate Reward Programs	
Amazon	1,000.00
Giant Foods	2,000.00
Total Corporate Reward Programs	<u>3,000.00</u>
Box Tops for Education	750.00
Dining for Dollars	4,000.00
Total Corporate Programs	<u>7,750.00</u>
Total Fundraising Income	<u>16,250.00</u>
Total Income	<u>39,750.00</u>
Gross Profit	39,750.00
Expense	
General and administrative expenses	
County Dues	70.00
State and National Dues	1,100.00
State Corporation Filing Fee	25.00
Tax Filing	550.00
Postage, mailing services	50.00
Printing, copying, duplicating, recording	150.00
Office Supplies - Folders, envelopes, etc.	200.00