

**Discovery Elementary School PTSA  
Board of Directors Meeting Minutes  
May 16<sup>th</sup>, 2017  
APPROVED**

**Attendance**

Call to order at 9:55am by President Hollie Smith. Present board members were Hollie Smith, Noreen Awan, Teresa Bright, Yan Cheng, Diane McKenna, Gayathri Subramonian Alisha Brummett, Jen Rose, Sarah Manningsmith and Veronica Winkler. Minutes from last Board Meeting on April 18<sup>th</sup>, 2017 were approved as presented.

**Reports**

- a. President - Hollie Smith
  - i. Outgoing and incoming board member introductions. Incoming board members present: Kalyani Gulhati, Dana Crossgrove, Smita Das, Jillian Born, Mary Neubauer and Matt Winkler
  - ii. Proposed changes to Standing Rules to increase membership fees from \$25 to \$35 (Family - 3 members), \$15 to \$20 (Supporter) and \$10 (Staff) to remain the same. Jen Rose moved to approve the motion, Noreen seconds the motion.
  - iii. Recommendation for "New Family Welcome Pack" - Ms. DeAngelis asked if we could do something to help make new families feel welcome, include a welcome letter from PTSA and a small Discovery gift (cinch bag, keychain, etc) for the student. Reminder to put on the agenda for August board meeting.
- b. Vice President - Noreen Awan
  - i. Training - send completion certificate to Noreen if you haven't already. Reminder to incoming board members that they are required to attend 1 training per year.
- c. Treasurers - Teresa Bright/Yan Cheng
  - i. Mid-year Financial Review Progress - Alisha Brummet and Harlan Gallinger to complete by the end of May.
  - ii. Proposed budget for next year - currently being worked on.
  - iii. Grant requests - will be presented to vote on at next week's General meeting.
    1. **Marti Shefveland:** \$12,581.24 for 7 surface pros to integrate into the art docent program as well as general classroom instruction.
    2. **Marti Shefveland:** \$15,000 (or PTSA approved total) to contribute to the cost of an electronic reader board.
    3. **Denise Darnell:** \$3000 Standing desks and stools for each grade level. \$271.88 per desk and \$128.13 per stool. (Approximately 7 sets, plus shipping and tax). Helping students to stay alert and improving focus.
- d. Fundraising - Alisha Brummett
  - i. Chipotle - May 16: TONIGHT! - 50% of tonight's sales come back to PTSA.
- e. Programs and Volunteers - Jen Rose

- i. Debrief Family Fun Night - good turnout. Requesting last year's DJ and ensure that enough food is ordered
- ii. Debrief Staff Appreciation Week - door banners & coffee cart were the highlight! Recommend that we do again next year.
- iii. Art Show - May 31<sup>st</sup> 5:30-8pm - raffle, art auction & Glassybaby
- iv. Golden Acorn - presentations will be at our next General meeting. Teacher, Advocate & Volunteers receive the award. Previous year Advocate recipient (Sarah Manningsmith) plans the presentation for the current year.

#### **Dates to Remember**

- a. Next General meeting (Last one of the year!) - Tuesday, May 23 at 7pm
- b. Art Show - Wednesday May 31 at 5:30pm

Meeting adjourned at 11:26am by Hollie Smith. Minutes submitted by Veronica Winkler, Discovery PTSA Secretary.