

Hammond Middle School PTA

Meeting Minutes for August 30, 2017

Attendees:

- Sumaira Bajwa, President
- Mollie Baer, 1st Vice President
- Mary Coleman, 2nd Vice President
- Lisa Beck, Treasurer
- Tami Baldwin, PTACHC Rep / Adopt a Staff
- Lynne Ward, Staff Appreciation
- Kerri Ukstins, Staff Appreciation / Bylaws Committee
- Christina Alvarez, Staff Appreciation Co-Chair

Minutes

- **Opening:** The meeting was called to order. Lynne asked about students bringing school supplies to the ice cream social / open house on September 1st. According to Dr. Dale, students will not have access to their lockers and should not bring in their supplies. Sumaira circulated the newsletter for review and feedback. It will be sent out on August 31st.
- **Secretary's Report (Tricia Miller not present):** Nothing to report
- **Treasurer's Report (Lisa Beck):** We still need to find an auditor. Lisa is willing to conduct an audit by committee if a CPA cannot be engaged. Lisa has received the PTA checkbook from the former treasurer. A second Board member must attend the PTA Financial Training. Mollie Baer will follow up with Lisa re: the logistics of the training. Updates to the draft budget were reviewed and discussed. Kerri Ukstins made a motion to approve the budget. Lynne Ward seconded the motion. The budget for the 2017-2018 school year was approved unanimously. Sumaira proposed that the PTA send thank you emails to those who have donated or joined the PTA. Mary agreed to work with Tricia on getting these emails sent out on a weekly basis once we have established a standard thank you template.
- **PTACHC Report (Tami Baldwin):** Nothing to report – PTACHC has not met
- **Presidents Report (Sumaira Bajwa):**
 - **Color Run** – the plan is to cut costs this year by getting Italian ice from Restaurant Depot instead of using Rita's. This will be a savings of \$100. Fliers for the Color Run will go home on the first day of school. Online payment is available on the PTA website. There is a new price structure this year. We will not be providing t-shirts. There will be a DJ and snacks.

- **Membership Report** –So far we have 45 members. Data entry of membership forms is being maintained on Google Docs. Printing of membership cards will have to be accounted for – Last year there were not enough cards for members.
 - **Adopt a staff member (Tami)** – People have signed up and Tami has their forms. Tami will cover for Ravinder for Thursday’s 6th grade orientation.
 - **Spirit Wear** – Spirit wear will be available for sale Thursday, Friday and Back to School Night.
 - **Box Tops (Dodie Van Hoff)** – Sumaira explained that a flyer will be sent out on the first day promoting the Box Tops contest (which will end on 9/29) – to participate students will send in 15 valid box tops. Participants will be entered into a drawing for a gift card.
 - **Reflections (Sumaira)** - Destiny Favery produced a film that won on the national level. This year’s theme is Within Reach. See flyer for categories. Please encourage your kids to participate. The deadline is 11/15.
 - **Adopt-A-Staff (Tami)** – Everyone is encouraged to sign up for Adopt-A-Staff Member. Please tell your friends to sign up. Last year had about 50 staff members. There are approximately 85 staff at the school. You can adopt custodial and cafeteria staff also. Families can request a staff member on a first come first serve basis.
 - **Staff appreciation (Lynne and Kerri)** – just held the welcome back luncheon. Luncheon included pulled chicken and pork from Red, Hot, and Blue.
 - **Teacher Representatives at PTA Meetings** - Ms. Czahor and Mr. Mackie will be attending the PTA meetings as teacher representatives.
 - **Restaurant Nights** – Kara is working with Chick Fi La for a possible Chick Fi La night on September 12th.
 - **Spelling Bee and Geo Bee** – Roberta is the chair for Geo Bee. PTA still needs someone who can take over Spelling Bee.
 - **Nominating committee** needs to find 3rd person to volunteer for the creation of bylaws.
- **Upcoming Events:** Sumaira will let Dr. Dale know that in the past, the PTA President has spoken briefly at the 6th grade orientation. Sumaira hopes to talk about Adopt a Staff and other upcoming events. Tricia will be using the new square for Apple Pay, Android payments for memberships. Mollie and Mary will be working the ice cream social on Friday. They will arrive at 1pm to set up. Reminder that parking may be an issue Friday due to the elementary school BTS event. PTA will still needs volunteers for hall monitoring during the ice cream social.
- **New Business:**
 - **Let Me Run Program** - Dara Glenn shared information about the Let Me Run program that she hopes to get started at the Middle school and elementary school. The program will need a coach and signoff from the principal to start the club. The program would be available to elementary 4th and 5th grades, and Middle School 6th – 8th. Fees are \$110 for the program. They will meet twice a week (likely Tues/Thurs). The program is available in the Fall and Spring Seasons. Would like to get a school staff member, parent or community member to coach, however Dara’s husband can be a secondary coach. Registration is open now. Coaches training will be held 9/17 at Central library. Sumaira asked Dara to send blurb to be included on website and newsletter. Sumaira will also talk to Dr. Dale about the Let Me Run program.

- **Girls Basketball** - There was some discussion about a girls' basketball team forming at Hammond Middle School this year. Sumaira has asked Dave to send her a blurb about the team to be included on the website and in the newsletter.
- **Next Meeting (October 10th 6:30 -7:30pm)** – There will not be a meeting before the 9/16 Color Run. Please register, volunteer and spread the word. 9/14 is the cut off for discount tickets.
- **Closing:** Kerri made a motion to adjourn the meeting; Lynne seconded; the motion passed.

Minutes respectfully submitted by Tricia Miller, HMS PTA Secretary.