

Hammond Middle School PTA

Meeting Minutes for September 2, 2014

Attendees:

- Pat Johnson, President
- Liz Boateng, 1st Vice President
- Shari Obler, 2nd Vice President
- Jen Larsson, Treasurer
- Tricia Miller, Secretary
- Heather Witt, Membership Chair
- Cathy Stohlman, Chair – Fall Dance

Minutes

- **Opening:**
 - The meeting was called to order by PTA President, Pat Johnson.
 - Board members were introduced
- **Secretary's Report (Tricia Miller):** The June 2014 and August 2014 meeting minutes were presented. Cathy Stohlman made a motion to approve the minutes; Heather Witt seconded; the motion passed.
- **Principal's Report (Kerry Dufresne): None**
- **1st Vice President's Report (Liz Boateng): None**
- **2nd Vice President's Report (Shari Obler):**
 - Back to School Picnic: Shari reached out to Kerry to discuss our tentative plans for this event. Kerry is concerned that the new food and wellness policy will create challenges with the picnic. Will revisit our options for upcoming events that further our PTA goals at the next meeting when Kerry is available to provide feedback.
- **Membership (Heather Witt):**
 - Membership is off to a good start with 116 members. Heather confirmed with Jen that all PTA funds collected should be accompanied by the cash verification (PTA deposit) form. Pat Johnson will get this form uploaded to the PTA website upon receipt of a digital copy from Jen or Tricia. Heather also reported that she is working with Sherry Stephanos to get the Adopt a Staff program up and running. The flyers are ready to be picked up from Outer Office. Pat confirmed that the upcoming newsletter will include a section on membership and contain a link to the membership form.
- **President's Report (Pat Johnson):**
 - Newsletter: Pat summarized the information to be included in the first newsletter.
 - Vacant PTA positions: There was some discussion about the volunteer coordinator position. It was agreed that each event chair will handle volunteer coordination for their respective events. Exceptions include vision screen and picture day. Pat has already prepared a sign up genius for Vision Screen. Shari asked who is eligible to participate in

- vision screen. Pat clarified that although the program targets 8th graders and new students, any student may request a vision screen. These requests should be made through the health room.
- Back to School Night Topics
 - Pat asked if Jen could send budget slides to be incorporated into the BTS Night presentation. Jen provided a copy of her proposed slides to the Board.
 - Education Rebates (Sam Callahan) will not have a table at BTS Night
 - Membership, Spirit Wear and Box Tops will have a table.
 - Jen, Shari and Tricia will take turns at the Spirit Wear table. Shari will open and close the Spirit Wear sales. Jen will work 1st and 2nd periods and 8th grade lunch. Shari will work 3rd and 4th periods and 7th grade lunch. Tricia will work 6th and 7th periods and 6th grade lunch.
 - PTA Board members will arrive at 6:00 pm for setup.
 - PTA Calendar
 - Fall Fling tentatively scheduled for either Oct. 16th or Oct. 24th. Pat will check with Kerry on best date. Cathy and Jen discussed some logistics of the event.
 - Spelling Bee: Pat has been in touch with our new coordinator, Yael Goldwater. The Bee will take place after school on Jan. 15th with a snow date of Jan. 29th.
 - Talent Show: The Board discussed the pros and cons of a daytime vs. evening event. This cannot be resolved until a coordinator is found. Beth Weith is willing to help the new coordinator.
 - 8th grade dance is scheduled for June 5th. Heather volunteered to assist the coordinator given her past experience with this event. Thank you, Heather!
 - PTA Meetings will be held on the 2nd Tuesday of each month at 6:30 pm in the HMS Media Center.
 - Meetings will be kept to 1 hour in length.
 - October 14, 2013
 - November 11, 2013
 - December 9, 2013
 - January 13, 2014
 - February 10, 2014
 - March 10, 2014
 - April 14, 2014
 - May 12, 2014
 - June 9, 2014
 - **Treasurer's Report (Jen Larsson):**
 - Jen reported on income (interest) and expenses (spiritwear) for the month
 - The ending check book balance as of 9/2/14 is \$ 2,027.24
 - Jen confirmed that the Outer Office invoices for the membership form and shopping benefits were valid.
 - Jen presented the budget that was finalized at the planning meeting last month. Shari made a motion to approve the budget. Heather seconded the motion; the motion passed.

- **Roundtable**

- Pat, Liz and Shari determined the following division of duties:

Pat	Liz	Shari
Gift Cards	Staff Appreciation	8th Grade Dance
Box Tops	Fall Fling	Spring Fling
Shopping Benefits	Spelling Bee	Talent Show
Student Directory	Restaurant Nights	Ice Skating
		Adopt a Staff

- **Closing:** Liz made a motion to adjourn the meeting; Shari seconded; motion passed

Minutes respectfully submitted by Tricia Miller, HMS PTA Secretary.