

Black Diamond PTA

Executive Board Meeting

August 31st, 2011 @3:30 Black Diamond Bakery

In Attendance: Jen Leatham, Kate Harper, Karrie Hildebrand, Tina McGann and guest Danielle McOuat-Membership Chair and Rita Schroeder from Kiwanis

Old Business:

- The board finalized the Black Diamond PTA's 2011-2012 events calendar. The events will be posted on the PTA's website and bulletin board located in the school.
- The board decided to propose to the members that the fall dance be changed to a Spooktacular event that would include a haunted house, pumpkin decorating and bobbing for apples. The date would be changed to October 28th from 5-8. The change will be proposed to the membership at our general membership meeting on September 8th @ 3:45 in the school library.
- Jen informed the board that the PTA will use only GOLDENROD colored paper this year when sending out correspondence. We will keep track of how much is used but using a sign in sheet as well as all correspondence going through the board before sending home with students.
- Guest speaker Rita Shroeder, with Kiwanis, spoke to the board. She proposed a partnership between the PTA and Kiwanis. The partnership would be through the Terrific Kid Program but customized to work with the Rachel's Challenge program that will be implemented in all schools throughout the district. Rita discussed the cost as well as promotional materials. The board decided to partner with Kiwanis and will bring before the membership when a more detailed plan is in place.

New Business:

- PTA Fall Conference
 1. Through a class called Money Matters, the board learned that we must add a statement to the bottom of our budget as well as our standing rules that states the Board of Directors can reallocate funds within the budget line items up to XX amount of dollars.
 2. During a class called For the Record, the board learned that they need to add a few other rules in the standing rules. They will bring the proposed changes to the membership on September 8th.
 - a. **ACTION:** Tina will retype Standing Rules
 3. The Washington State PTA now requires all board members from local PTA units to attend 1 training per year.

- PTA and BDES Staff Meeting
 1. The board will attend the BDES staff meeting on September 7th at 8am. They will discuss membership and goals of the PTA for the 2011-2012 school year.
- Membership
 1. **ACTION:** Danielle will revise and finalize the new membership form. The cost is now \$10 per person. The board set a goal of 75 by October 13th. If the goal is achieved, the PTA will give all kids at school ice cream bars during school on October 14th.
 2. **ACTION:** Danielle will create a business supporter form. The business will act as a supporter rather than a member. By becoming a supporter, the business will be able to advertise in our PTA's newsletter, website, and at various events.
- Secretary Items
 1. The Washington state PTA suggested using motion forms, when a motion is brought to the floor. The board discussed, and decided they are not needed.
 2. The board decided to use ballot votes on all votes that are about funds.
 3. The board decided on a new template for minutes taken at meetings.
 4. The board decided to purchase official name tags for the board to be worn at general membership meetings and PTA events. **ACTION:** Tina will order name tags.
 5. Karrie would also like aprons with the board member's name on them. **ACTION:** Jen has some red aprons at home that she will donate.
- Budget
 1. Karrie presented the idea of the PTA switching to QuickBooks. It has more reports, easier to track income and expenses, and has secure access. Karrie will present the idea at the general membership meeting on September 8th @3:45.
 2. At our Region 5 fall conference, Karrie learned that tax classification for non profits has changed. It has gone from \$25,000 to \$50,000. The change means easier tax filing for our PTA.
 3. **ACTION:** Karrie will look into purchasing a safe deposit box at Columbia Bank. It will hold the PTA's legal notebook.
 4. Karrie shared that last year the PTA spent an average of \$130 per child at Black Diamond Elementary.
 5. The Board decided to move our CD into savings.
- Kindergarten Table
 1. **ACTION:** Kate, Danielle and Tina will host a kindergarten table on the first day of school. They will serve cookies and juice. Kate will purchase the cookies and juice.
- Open House Table
 1. The board will have a table at open house on September 15th. They will provide information about membership.
- Nominating Committee
 1. No less than 3 members, no more than 5. The committee will be voted in at the October general membership meeting.

2. The board would like to hold officer elections in March to give time for the newly elected to sign up for convention.
- Building Use Requests
 1. Jen will fill out all building use forms. They must be signed by 2 board members.
 - Website
 1. Jeanette will update and maintain the website. All communications to be posted on website will go through the board first. **ACTION:** Kate will screen all communications intended for website and then email them to Jeanette.
 2. The board will post meeting agendas, minutes, treasurer's report and updated budget each month onto website.
 - Monthly Membership Meetings
 1. The board decided to hold a door prize drawing at every membership meeting. They will also provide refreshments for members and children. The board will be having guest speakers at various meetings. They will also change the seating set up for membership meetings. **ACTION:** Tina will provide nametags for members.
 - Welcome Packets for PTA Members
 1. **ACTION:** Jen will put together welcome packets for new/renewed PTA members.
 - 2 hour Express Volunteer Program
 1. Jen presented an idea to implement a 2 hour express volunteer program. It is an opportunity for people to sign up to volunteer only 2 hours a year, but at the event of their choice. The board agreed we should implement this program this year.
 - How to Publish Board Meeting Dates, Agenda, and Minutes
 1. The board decided to publish board of director meeting agenda, and minutes on the PTA website.
 - Fall Gathering of PTA's
 1. The Washington state PTA will not come and teach a PTA & the Law class at Black Diamond. However, they will be having the class on October 22 and another class TBD.
 - Committee Chair Orientation
 1. The board discussed hosting a committee chair orientation. At the orientation, the board would hand out event notebooks, discuss the process and also budget. This orientation will be determined at a later date.
 - GOALS
 1. The board discussed goals for the 2011-2012 school year. They would like to focus on bringing more technology to BDES and also continue to partner with the community. The board would like to hear the general membership's goals. They will ask at the September 8th general membership meeting.

Meeting ended at 8:30pm