

## **Second Street School PTSA – Executive Board Meeting**

**June 25, 2014 6:30 p.m.**

<b><u>Call to order</u></b>	The 2 <sup>nd</sup> St School PTSA Executive Board Meeting was called to order at 6:30 p.m. on Wednesday, June 25, 2014, at President Cindy Aossey' home, by secretary, Amanda LeMaster.
<b><u>Roll Call</u></b>	Cindy Aossey – President, Susan Riddell-VP Communications, Amanda LeMaster-Secretary, Amanda Howard-VP Means & Ways
<b><u>Minutes /Agenda</u></b>	Amanda Howard motioned to approve minutes from 5/15/14 executive meeting. Cindy Aossey 2 <sup>nd</sup> the motion. Minutes were approved. Susan Riddell motioned to adopt the agenda and Cindy Aossey 2 <sup>nd</sup> the motion. Agenda approved and is attached.
<b><u>Financial Report</u></b>	<ul style="list-style-type: none"><li>-Panera fundraiser check was received in the amount of \$349.53.</li><li>-PTSA current account balance is \$366.53.</li><li>-Susan recommends we keep a minimum balance of \$75 in account at all times to avoid fees.</li><li>-need to create a volunteer form to keep track of hours for IRS purposes and determine who is responsible for forms.</li><li>-1<sup>st</sup> Baptist would like to donate funds for playground bench-request to send a letter of cost to the church.</li><li>-Treasurer report attached.</li></ul>
<b><u>Membership Report</u></b>	<ul style="list-style-type: none"><li>-Preparing for back to school party-Membership drive!</li><li>-Need to find out if we can have membership cards available at sign up.</li><li>-Discussed possible membership gifts and getting % of SSS merchandise sales by Paula Collins.</li><li>-Membership report attached.</li></ul>
<b><u>Programs Report</u></b>	<ul style="list-style-type: none"><li>-Suggested a volunteer form be created for the school, or group requesting volunteer support.</li><li>-Summer playground project is off to a great start and will continue throughout summer.</li><li>-It was proposed that the PTSA host a literacy night</li><li>-It was proposed that the PTSA host an internet Safety Night</li><li>-Program Report attached.</li></ul>
<b><u>Ways &amp; Means</u></b>	<ul style="list-style-type: none"><li>-Working on setting up Kroger Card fundraiser as an organization.</li><li>-Thursday, 9/4/14 setting up Dinner Night Out at Casa-details to follow.</li></ul>

- December fundraiser: setting up Dinner Night Out at Fazoli's--details to follow.
- March fundraiser: setting up Dinner Night Out at Panera--details to follow.
- Planning for a movie night, possible right after school--details to follow.
- \*Need principles participation and approval before concrete plans can be determined for future fundraiser events.

#### Presidents Report

- KY PTSA Conference grant was approved- grant will cover hotel and 1 conference fee.
- Frankfort Parks and Recreation has waved the pool fee for back to school party.
- Presidents report attached.

#### Committee Business

- PTSA "Back to School Pool Party" on Monday 7/28/14 from 6-10
- DJ Ricky Redden has volunteered his services for event.
- FOOD: Discussed having \$1 slice pizza, \$1candy, along with free lemonade and water purchased by the PTSA.
- We could ask Kroger or Wal-Mart for drink mix/cups as donation.
- Amanda Howard will contact CONA, cupcake lady, and CASA for donations.
- Susan Riddell will get with Paula Collins about merchandise donations.
- Susan Riddell has raffle tickets for membership drive.
- Discussed having a raffle every 30 minutes with a large raffle to be drawn at end of the night
- Draft an agenda for the party, disperse to committee along with DJ to help with event running smoothly.
- Will need tables, coolers, and signs made.
- \*Contact Stephanie about processing donations without them being specific
- Invite Stephanie to next executive meeting.

#### 2014-2015 Calendar

General Membership Meetings @ 5:30: 8/14/14, 11/6/14, 2/5/14, 4/30/14

#### Closing

Amanda LeMaster motioned to close the meeting, Amanda Howard 2<sup>nd</sup> the motion.

Meeting adjourned at 7:45

#### Announcements

Next Executive Board meeting is scheduled for 7/10/14 at Cindy Aosse's home. This meeting we will plan for:

- **Back to School Pool Party @ Juniper Hills 7/28/14**
- **Student PTSA Membership "Kick-Off"**
- **Prioritizing fundraiser idea**
- **Playground initiative-continues**

Amanda LeMaster  
SSS PTSA Secretary

## PTSA Executive Board meeting

Wednesday, June 25, 2014

Home of Cindy Aossey

6:00 Dinner

6:30 Meeting

Board members: Cindy Aossey - President, Blaine Walker - VP membership, Susan Riddell - VP Communications, Sarah Gaddis - VP Programs, Amanda Howard - VP Ways & Means, Susan Coblin - Treasurer, Amanda LeMaster - Secretary, Greg Lawson – Principal (will begin July 1)

### Agenda

1. Opening Business
  - a. Call to Order
  - b. Adoption of Agenda
  - c. Approval of Minutes from May meeting
2. Reports
  - a. Program Report
  - b. Treasury Report
  - c. Secretary Report
  - d. Membership Report
  - e. Communication Report
  - f. Ways & Means Report
  - g. President's Report
3. Old Business
  - a. Pool Party
4. New Business
  - a. Principal Requests
  - b. Fall events
5. Closing Business
  - a. Announcements
  - b. Next board meeting
  - c. Next general membership meeting

## Treasurer's Report

June 24<sup>th</sup>, 2014

As of today we have a balance of \$366.53 in our account at Farmers Bank. We received our check from the Panera fundraiser, \$349.53.

We should keep a minimum balance in our account to avoid fees. This month we were charged \$5 for having a balance below \$30. I am going to recommend we keep a balance of \$75 from this point forward if at all possible.

I am developing a budget for 2014/2015 school year. PTA.Org has a sample budget I have attached. We do not need to include all the items in the sample but it's a helpful list. I would like the committee chairs to give some ballpark of expenditures for our budget. I realize we are just beginning so we can amend the budget as we learn.

While reading the PTA.Org information about the Treasurer duties I came across a form that we may have to fill out for the IRS showing our volunteer hours. We need to begin keeping track of our hours. I can do this or membership can do this. We will need to tally our hours so far from :

Panera

Newsletter

Sarah Gaddis working the pickup line passing out Panera flyers

Playground work- how many worked and how long

Any of the graduations or music recitals at the end of the year

Any others????

I think keeping track is a great idea regardless of the IRS requirements. Just let me know if I need to track or Membership.

Respectfully submitted,

Susan Coblin

Treasurer

# SSS PTSA Executive Board Meeting

## 6/25/2014 Membership Report Meeting

### Old Business:

**Focus:** Recruitment of Parents, Teachers, and Students.

**2014 Membership Theme:** Your Choice for Your Voice – Please Come Join Us!

### Paid Membership Information:

Total Number of Paid SSS PTSA Members Presented to KY PTSA on 4/15/14: 46

All previous Paid members' email addresses were added to the SSS PTSA Gmail Account.

### New Business:

**1<sup>st</sup> 2014 – 2015 Membership Drive** will be held at SSS PTSA Back to School Pool Party on 7-28-14. (Currently, I have two members who volunteered to assist me, but will send an email in July to recruit others so that we can have various work shifts.) I will also provide the membership tracking tools and will contact Stephanie concerning new Membership Cards.

**A Cash Bank for Membership Drive** – We will need the financial secretary to bring funds for change (i.e. \$50 in both ones and fives). Also, I will need her help with collecting the money during this event and then making the deposit.

**Possible Membership Gifts** – Please let me know if anyone has any extra or unused SSS Merchandise that we can give away or raffle. (I may approach Paula Collins about this one as well.)

**Paula Collins**, our SSS vendor, said that she would be available to sell her SSS merchandise at the pool party. If we want her to create PTSA merchandise, please let her know. (I didn't approach her about getting a percentage of these sales. Please let me know if I need to do this as well.)

**VP of Programming Report**  
Executive Board Meeting  
June 20, 2014

Programming activities, with a brief report of each, that have commenced since the previous meeting of the SSS PTSA are listed below.

1) Volunteer recruitment for the SSS Choir Concert, Kindergarten Graduation and 8<sup>th</sup> Grade Graduation

Volunteers were recruited for various end-of-year activities at SSS. In all, 12 different volunteers were recruited, reminded of their commitment and in service during the events.

In the future, we may consider having a form that the school (or groups) can complete that lists the detail of the event, the type of assistance needed and the number of volunteers needed. There seems to have been some confusing regarding what volunteers were supposed to be doing at one event, and a record of the request may help.

2) Summer playground project

A summer playground project was proposed at the previous meeting. Since that time three gentlemen, Scott Rollins, Ashley Gritton and Brent Sweger have agreed to coordinate the project to address painting and repair of playground equipment, painting the basketball court and building new benches. The group has been in touch with Rich Crowe, and an agreement has been reached for the school district to provide supplies for the projects.

Future programs suggested for the fall include:

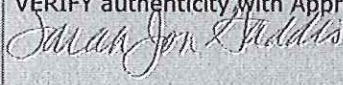
1) Fall Literacy Event /Incentive

- a. Lynn Baker has agreed to assist with a literacy event at the school.

2) Internet Safety Presentation for Parents

- a. A packet of information that could be used to conduct this type of event has been received from PTO Today. We can give the material consideration and decide whether or not we want to undertake such a program.

Respectfully Submitted,

E-Signed by Sarah Gaddis  
VERIFY authenticity with ApproveIt  


---

Sarah Jon Gaddis, VP of Programming

## President's Report

June 25, 2014

Kentucky PTA chosen the SSS PTSA to receive a conference attendance grant. The grant will pay for one conference attendance and hotel accommodations. Blaine Walker and Cindy Aossey plan to attend the PTA state conference on July 18-19. Blaine & Cindy will pay the remaining costs for attending the conference.

Frankfort Parks and Rec has waived the fee for the pool party to be held on July 28.

*Cindy Aossey*