

Ridgeline PTA Minutes

Thursday October 3, 2013 @ 9.30 held at Ridgeline Elementary

Excused: Kelly Koch

In attendance: Julie B, Mary Thomas, Laura Harris, Jen Fairbanks, Alicia Dahl, Elizabeth Martin, Lysie Smith, Wendy Condie, Kari Tuttle, Heather Crowder, Shanna Carroll, Julie Matern, Brittiney Gardner,

Call to order: Laura Harris @ 9.39am

Pledge and thought: Alicia Dahl - we make a difference!

Minutes from September: Julie Matern

- a. volunteer log sheet - to record hours spent at home
- b. Motion to approve minutes - Julie Matern- minutes stand approved.

Treasurer's report: Wendy Condie

- a. make sure money is put in black PTA box in office.
- b. Current budget status.
- c. * Insurance. Not comfortable with making final decision.

Schedule special meeting to discuss insurance. Need to have insurance before November.

Officer and commissioner's reports

1. PRESIDENT'S REPORT - Laura - Thank you all. Big successes. Membership numbers up!!!

2. PRESIDENT ELECT REPORT - Jen

a. Discussion of spiritwear sales - Need to offload old inventory.

At book fair? Too crowded in media center. Last year sold in kiva but not many. Are cheaper this year. Check with Mrs Mckenzie as next book fair is her fundraiser. Need spirit wear person on board. (Alicia offered to be spirit Fridays person next year.) Student council just got elected and will do spirit Fridays. Part of teacher app gift?

b. Poster to advertise that any given event is sponsored by PTA. About \$100. Look into.

c. Motion to accept standing rules. Hold off until commissioners look through and approve before next meeting . Julie M email everyone to get acceptance of standing rules.. SOON!

d. Make copies of current by-laws - Julie M.

e. Classroom sponsors at Grandparents day

3. LEADERSHIP VP – Mary Thomas LEADERSHIP TRAINING
- a. Binders for commissioners that pass on every year to new commissioners. Contains folder for each person on your commission. Folder contains: rules, budget, contacts, how to run each event.
 - b. Commissioner needs to fill out neon green sheet by next week. Julie M send reminder.
 - c. Update last year's contacts. Send to Mary who will put it on Google docs. DON'T throw away last year's stuff away as may need to contact them to get info and helpful hints. We found that last year's stuff mostly got lost. We will put all on-line so don't lose info. Make sure people know there is a budget.
 - d. Tell event chairs to fill out event report immediately after event and email to Mary. Mary will put on a google doc. Need this history of events with instructions on running event and 'how to' hints and tips for future chairs. Take pics and attach too.
 - e. On front of binder are last year's contacts.
 - f. **Advance preparation is KEY** – Calendar each of your events on your own personal calendar. Meet with chair and/or committee one month before – can be on phone or in person. Suggest meeting in person if have a group. Email not good for this. Week of activity – check in with chair to ensure that they are on track for their event. If are organized commissioner will not even need to attend sometimes. Let committee chair do their job – don't micro manage.
 - g. If have problems with google docs call Mary. Room mom needs to own each class doc. Follow up with room moms who seem to be having issues with it. Laura – Google docs is not perfect system but is better than old sheets that couldn't change after first of year. Getting more volunteers.
 - h. Commissioners – first line of defense. Exec board oversees, next are commissioners who monitor all volunteers. Keeping to this model prevents executive board overload. Shares the responsibility. Be aware of your calendar. Get hold of your people and make sure they are on track. Let chair know they are in charge of event. You help if need it. If issues arise you can't handle THEN come to executive board. Take ownership of your commission. We will help if need it but it must come from you, the commissioner. Elizabeth's

running of Book Fair committee is a good example of how it should work.

PTA has rep for being too stressful – want to change that opinion. Puts people off helping.

- i. PTA meetings are open. Invite everyone. Put in PTA corner dates of all meetings so that parents know all meetings are open.
- j. If feel don't know about an event that is your responsibility then call someone who knows. Ask and get informed. Be organized.

4. *MEMBERSHIP VP - Julie*

5. *TEACHER REP – Mrs. Gardner*

a. *Thank you for dinner.*

b. *Jazz reading -Teachers wondering about Jazz reading. Clarification that will be same as in other years. Teachers suggest use basketball ideas to help classes compete against each other. Mr Shirley is 'go to' teacher and and Emily Wilkes is chair.*

6. *PRINCIPAL'S REPORT*

7. *FAMILY LIFE – Kelly*

Grandparent's day

Dad's and donuts

8. *COMMUNITY INVOLVEMENT – Kari*

SEP dinners – need help for clean up tonight.

9. *EDUCATION – Lynsie*

Book fair – going great

Battle of books – book covering – got done!

THR – trying to make google doc.

Jazz reading is the biggest event. When? Prob Jan 24 – Feb 24 Mr Shirley will be decider.

10. *INDIVIDUAL DEVELOPMENT – Alicia*

Reflections

11. *FUNDRAISING – Heather*

Classroom sponsors

Box Tops

Forgot about candy for Spirit Fridays on budget. Add to budget.

12. *VOLUNTEER COORDINATOR – Shanna*

Google docs - Gone through all google docs. Some are empty. Been sending list of volunteers to Mary and Laura to have hard copy record. Will update that. Next year will be quicker at doing it. Will send commissioners updated list of volunteers through year. Google doc for whole school so we can see everything. Tucker and Marshall haven't got lists on line yet. Encourage those teachers to get on line. Fill out tip sheet for next volunteer coordinator

13. OTHER BUSINESS

Date of next meeting: Thursday Nov 7 at 9.30am

Adjourned: 10.47am

Minutes approved _____

Minutes signed for _____ (Title) _____