

Minutes of Voyager Academy PTA Organizational Meeting

6/17/15

9:00 am

Elementary school conference room

Meeting was called to order by president Shelley Brown

Members in attendance: Shelley Brown, President
Susan Yancey, VP High School
Leslie Jewell, VP Elementary School
Dana King, Treasurer
Susan Barkley, Secretary

- Minutes of the last meeting (6/2/15) were read by Susan Barkley. Motion to approve was made by Susan Yancey and it was seconded by Dana King. Minutes were approved.

OLD BUSINESS:

- Membership drive will begin when our new year officially begins on July 1st. We need to have everything in place for accepting new members for the open houses scheduled for Wednesday, August 5th and Thursday, August 6th.
- Committees and roles for each were proposed and defined as follows:
 - Fundraising – Boosterthon, bookfairs, (other ideas: family night, art show, food truck night)
 - Room Parent Coordinator/Liason – secure volunteers for: lunch coverage, proctoring, field trips
 - Honor Roll – recognize students that make honor roll (quarterly? semester?)
 - Hospitality – appreciation luncheons, teacher appreciation week
 - Technology – website, Facebook page
- Membership fees will stay the same as previous years: \$10 individual, \$15 family, \$8 teacher. \$4 of the dues we collect for each member goes to the national PTA. We discussed benefits of joining the PTA (voting rights, ability to serve on executive board and committees, car sticker included with paid membership). We discussed setting a membership goal. (ex: there are X # of families at Voyager and our goal is to have X% of them as members) We also discussed possibly having some kind of “popsicles at the playground” at our August meeting for children whose parents have joined the PTA or join at that meeting.
- The board postponed defining a detailed teacher grant application process.
- We discussed hot lunch takeover request/offer from Tony Fernandez. It was agreed that this may be more than we should take on at this time since we are starting from

scratch on all fronts. This may be something worth taking on in the future, but may be too much at this time.

- Bank account updates from Dana:
 - We will need 4 signature cards and they will be Dana, Leslie, Ricci and Shelley. This was agreed to by all present.
 - We are in good standing with the national PTA. Dana added the six of us as 2014-2015 members and will pay dues for us out of the PTA bank account.
 - A financial review was not filed for 2014-2015 year. We will write a letter to go with the \$24 membership fees that are to be paid.
 - We are a tax exempt group, but must be inactive for no more than two years to retain this status. A 990 form was not filed for years 2012-2013 or 2013-2014. The 990 for 2014-2015 needs to be filed by 11-15-15 but not before June 30th. Dana's goal is to have this completed by the end of July.
 - Dana has our tax id #.

NEW BUSINESS:

- Yearbook
 - The board discussed that separate yearbooks are produced for each building (ES, MS, HS). With the push to streamline things K-12, it had been mentioned at an earlier interest meeting that a K-12 yearbook may be something to consider. Pros and cons were discussed and it the board felt that it's best to keep the yearbooks campus specific at this time.

ACTION ITEMS:

- Dana will:
 - open a new bank account as the current account at Bank of North Carolina is not at all convenient
 - get in good standing with the NCPTA
 - investigate whether we can get a hard copy toolkit
- Shelley will:
 - add the board to the Facebook page as admins
 - obtain a copy of the Boosterthon contract from Jennifer Lucas
 - send a Doodle.com poll to help determine our next meeting date/time (At this time, the executive board will continue to meet every two weeks.)
 - draft a welcome letter for new/prospective (both?) membership
- Susan B. will:
 - construct binders for each member of the exec board
 - call for apparel quotes (s/s and l/s t-shirts, sweat shirts, cups, car magnets and stickers). Apparel will not be school specific (no VAES, VAMS, VAHS)
 - Moving Screens (Rougemont) – Wes 336-364-9259
 - Stitch Doctor (Hillsboro Road) – David 919-382-1900 (mention Leslie)

- connect with Leslie to identify who VA currently uses for spirit wear, price list and order history
- Susan Y. will:
 - follow up with her apparel contact for quotes
- Leslie will:
 - contact Evan Menchini to discuss the building a PTA website

Everybody is to think about our general meeting calendar.

Shelley adjourned the meeting at 10:30am.