

**PTA Minutes – Wilson High School
Executive Board Meeting, September 21, 2011
Hillsdale Brew Pub**

Valeurie Friedman, President, called the meeting to order at 7pm.

In attendance: Leslie Baird, Valeurie Friedman, Leslie Starker, Maureen Berrie-Lawson, Shawn Mershon

Introductions

Budget Discussion - Valeurie Friedman

- Presentation of the budget could be more readable. Ellen Singer, Treasurer, suggested to Valeurie that adjustments can be made to the presentation of the budget. Headings could be added.
- In the Graduation Night Party section, Valeurie suggested that the \$8800 needs to be deleted.
- On the Allocations form, what does “budgeted amount remaining” mean? This needs to be clarified by Ellen Singer.
- Grants not distributed yet - Wilson Turn it in software subscription - \$1500, Lacrosse Helmets - \$450, Wilson Math Lab - \$3500, and Ski Team Radios - \$500. Again, overall budget is confusing – need clarification from the Treasurer.
- PTA Scholarship line item. No committee set up and no process in order yet. If there are no volunteers for this, in the future, monies could be used elsewhere.
- The proposed budget could be placed online – this was a suggestion.

PTA Membership – Valeurie Friedman

- Membership is down this year. 200 memberships so far this year. There were 350 members last year. Could add an announcement in bulletin to bring in more members. Valeurie will e-mail parents from the directory who are not PTA members.
- Will be able to sign up for membership online soon. The Auction has signed up to use Tofino (Auction software). We can take advantage of this online system to use for PTA membership sign-ups.

Fundraisers – Maureen Berrie-Lawson

- Mycokerewards.com: this is a fundraiser which allows you to sign up online. Codes are entered that are obtained from Coke bottles and cans and cash can be donated to your school.
- Panda Express: this is a restaurant fundraiser. Families with flyers can have meals at Panda Express anytime for a week. Monies from these receipts will go to the school. It was decided that the Wilson Foundation could coordinate this fundraiser.

Directory – Valeurie Friedman

- About \$2,000 was made from sales of the directory last year. Ads could be sold, in the future, to local neighborhood businesses to obtain more profits. We would need to find a coordinator for this. Not many ads purchased this year, so far.

Volunteer Coordinator Report – Leslie Starker

- 69 volunteer forms received so far, much less than last year. Are there forms that could be hidden away in the office? Valeurie will check into this.
- Erica Meyers said she would like volunteers for the Career Center. She would like it staffed for Periods 1, 2, 7, 8 and lunch time. The room will be open in Oct.
- The Librarian would like volunteers to help out with a student lounge – periods 1, 2, 7, 8 and lunch. One option is the room next to the cafeteria. We may not need the volunteers, though, if staff could take care of this.
- Volunteers at the school do not need to be PTA members, unless they are handling money at an official PTA event. This will be announced in the upcoming Spotlight.
- Valeurie mentioned the Chairperson Resource Kit – Maureen offered to draft this document and send copies to Karen Russell and Valeurie to review.
- Chairpersons of committees: Hospitality – no chair, Grad. Night – Susan Sanderson and Lori Lieberman, Auction – Annie Bottinelli, Plant Sale – no chair, Book Fair – Karen Russell, Directory – Karen Russell.

Agenda Discussion –

- Directory – mention that we still have ad space available
- PTA Scholarship Committee – circulate sign-up sheet for a possible committee.
- PTA Grants Allocations – Valeurie will mention to the PTA membership at what meeting we will be discussing allocations, so that the general membership can attend.
- Hand out sign-up sheet to help with Parent Ed. Nights

PTA Parent Education Nights – Valeurie Friedman

- 3 events will be held during the school year – Oct. 17, January and April
- \$750 budget for the event
- Food will be available from 6 – 6:30pm.
- Parents have an opportunity to network at the event
- Wilson staff will be the panel at the first event. Subject – how things work at Wilson.
- Some ideas for a Coordinator – ask Rosemary Schwimmer if she would be willing to coordinate Parent Ed. Night events as a PTA parent. She also works with Oregon Partnership. Can the Health and Wellness Committee also partner with PTA on these events?

Meeting adjourned at 9pm by President, Valeurie Friedman

Minutes respectfully submitted by Leslie Baird, Secretary