

**Graham PTA Meeting Minutes**  
**Committee Co-Chair Meeting Agenda**  
**August 31, 2023**  
**9:30am, Google Meets**

Becky Thorn called the meeting to order at 9:33am

Executive Board Attendees: Becky Thorn, Jackie Milligan, Jon Guerrero, Eileen Siddiqi, Amy Gunderson

General Attendees: Danielle Weston, Jen Cortese, Kelly Moscickis, Kristina Guerrero, Mandy Traynor, Leigh Corbell, Jessica Black, Manu Khurana, Michele Cesario, Hafsa Dawood, Jill Manesh

Welcome and Introductions

Membership- don't forget to pay your dues!

- Use the QR code/link shared on FB & Newsletter
- Givebacks/Memberhub will be how you'll access online directory once the Membership drive has "closed"

Voucher and Deposit Slips

- Jackie and Eileen to send out the voucher form to co-chairs
- Voucher forms can be emailed to Jon Guerrero (Treasurer) along with receipts to get reimbursed, also still an option to print out and submit hard copy to school or Jon's house
- How to use (where to drop them off, where to pick up checks)
- Where to find extra copies – can e-mail anyone on the board to get additional copies

Communication

- Mrs. Witkowski would like to have a brief meeting with each committee chair this year to get introduced and discuss plans for your committee. This is especially important if you chair a specific event (Cultural Night, STEM Fair, Glow Party, etc.) she would like to meet 1 month prior to your event to discuss the details.
- In general, all communication with teachers or families - needs to go through a board member and will be passed to Mrs. Witkowski to approve before being distributed.
- If you would like to distribute info via a robocall, please draft the exact verbiage of what you want communicated, the date/time you would like it to go out, and send it to Mrs. Shiles (CC your VP on the e-mail) who will be the person actually sending the info out. She would prefer all information via email, with at least 24 hours notice (she can schedule calls/texts to go out at specific days/times - so let her know if you have a preference) and this enables her to ensure that she has enough time to send it on busy days.
- Robocall should be used leading up to a big event or for restaurant fundraiser reminders

- Fliers need to be approved by Mrs. Witkowski before being printed.
- We can use Graham printer at school with the PTA copy code for any fliers, please bring your own color paper if needed (some paper is stored in the PTA cabinet in the mail room), if teachers come in they get priority use of the printer.

#### Tax Exempt Form

#### PTA Calendar of Events - Review

- Jackie and Eileen to send out updated calendar of events to all Co-Chairs
- Change date/location of Art Awareness Training - TBD
  - Still looking for Art Awareness volunteers

#### PTA Meetings- beginning in October, all virtual on Google Meet

- Welcome Back Coffee & In-Person Meeting 9/7, 9:30am, MPR
  - Please encourage people to come, especially new families!
  - Will vote on budget during this meeting

LMC/Makerspace Orientation (9/8, 9:30am, LMC) – attend in person if you're a volunteer

Room Parent Orientation (9/15, 9:30am, Google Meet)

#### Watch D.O.G.S.- what's new this year

- Info Meeting/Training 9/26 @ 7pm via Zoom, sign up released after
- Same format as last year – dads attend on select Fridays during all lunch and recess periods

#### Art Awareness Orientation (New Date/time, Google Meet)

- Need more people to sign up- please check out QR code/link on FB & Newsletter
- If you volunteer for this, your lesson will need to be presented across all classes in that grade level

#### Falcon Fundraiser - Kick off is 9/15, ending with Carnival 10/2

- Only spanning 2 weeks this year, slightly shorter
- Payment can be electronic via Givebacks this year, check and cash can also be shared
- If anyone has any business connections, donations can still be secured
- Put a teaser in the next PTA newsletter, then do standalone e-mail and robocall, share via FB posts too

#### Restaurant Nights- first 6 months are planned

- Dairy Queen recently added for 9/13
- Check was sent to school for Yogurt Beach Night – confirm receipt of funds

#### Witches Night Out (10/6, River Run Club Patio, 7-9pm)

- Held at the outdoor patio and firepits are included

- Tickets will be \$30 per person
- Light bites and wine/sparkling water will be served
- Mingle with other moms, meet new people and raise money for school

Butter Braid Fundraiser- Early this year (10/9-10/27; 11/8 pick up); need new chair for next year-shadow Kelly

- Pickup will be at dismissal at front entrance
- A very easy volunteer job if anyone is interested, only need to be available for the pick up date

Reflections- Theme “I Am Hopeful Because...” (entries due 10/13)

- Need Committee chair – Becky will cover in the interim
- Usually a total of 3 hours in the fall to collect entries from school and then bring them to the Crouse Educational building when they’re due
- This is a National program that gives students the opportunity to participate in the arts
- There will not be a reception for participants this year

Boo Bags (pick up 10/20)

Mad Science Assembly (10/24)

Harvest Party (10/31)

Bingo Night (11/10, 6:30-8pm); need “behind the scenes” chair for this

- 2-3 hours of time commitment
- Need to purchase snacks/water from Costco, get popcorn donations, purchase prizes from Five Below
- Make Sign Up Genius for high school volunteers for the event

Community Service- Hessed House Drive (11/13-12/8)

- Need New Committee chair
- Behind the scenes volunteer, coordinating with Mrs. Stone to put a box in the school entry, collect items at the end and deliver the items
- Manu asked about option to partner with different charities – connection to Mutual Ground, they have a winter toys drive we could consider partnering with
- Jill can partner with 2 girl scout groups to support these drives

Parent Teacher Conferences - (11/16- dinner- and 11/20- snacks)

Winter Party (12/22)

Holiday Staff Lunch (12/22)

Questions?

Closing

Meeting adjourned at 10:05am