

**Union Chapel Elementary**



*everychild.one voice.®*

***General Membership Meeting***

***September 15, 2015 6:30-7:30 p.m.***

**I. Call Meeting to Order**

- a. Meeting was called to order at 6:30 p.m. with 25 members present.
- b. Introductions were made by PTA Board and General Membership.
- c. Reading and approval of the August 13 meeting minutes
  - i. A motion was made by Allyson Berberich and the motion was seconded. The minutes were approved with one amendment (change of 2014-15 box top revenue from \$4,800 to \$1,702).

**II. Reports of Officers**

**a. Principal's Report - Dr. Archer**

- i. Dr. Archer reviewed Union Chapel MAP performance data in comparison with "like" schools as shown on the State Assessment Annual Performance handout. This data has also been posted on the bulletin board in the Union Chapel lobby.
- ii. Due to easement for sewer construction, part of the Union Chapel track has been taken out and is currently fenced off to prevent student access. This area will be repaved in fall 2015, and in return, the old Union Chapel septic system will be removed.

**b. President's Report – Kyla Yamada**

- i. Union Chapel lunchroom supervisors have requested that PTA donate some allergy safe birthday treat options that they will oversee. PTA will provide UC Gator tattoos and fruit roll-ups.
- ii. Look for a request from Molly Colvin within the next month to donate supplies for 10/28 teacher conferences meals. Other great ongoing volunteer opportunities include: class parties, Popcorn Fridays, Park Hill Clothing Center shifts and Fall Fun Fest.
- iii. A classroom party handbook was developed over the summer based upon feedback from a parent task force (see handout). Your ongoing feedback is valued!

**c. Treasurer's Report – Jennifer Patel**

- i. Jen reviewed the updated Treasurer's Report (see handout). She noted that we are not yet at our \$10K membership/fundraising goal (currently at about \$9K); PTA is preparing a letter to send to local businesses to solicit business memberships.
- ii. Scooters and mats that PTA voted to purchase for the PE department have been received.
- iii. Staff allowance checks and explanation letter are ready to be sent.

**d. Vice President's Report – Amy Schneider**

- i. No report.
  - e. Finance Coordinator's Report – Allyson Berberich
    - i. Allyson reiterated that we have not yet reached our fundraiser/membership income goals. Current numbers vs. Fall 2014:
      - 1. Family Memberships – 164:191
      - 2. Business Memberships - 6:13
      - 3. Staff Memberships – 23:43
    - ii. Kyla is drafting a business membership solicitation letter; business suggestions welcome. Allyson will be sending a follow-up membership request to all non-member families at Union Chapel. A similar request will be sent to non-member staff.
    - iii. Delayed orders for the yearbook worked well in 2014-15; working to develop a more streamlined order process for 2015-16. Price will be \$15 plus add-on options. Kids will vote on cover art options 10/26.
      - 1. There was a suggestion to consider buying yearbooks for all 5th graders; this will likely have to be tabled for 2016-17 budget consideration.
    - iv. October Box Tops for Education contest prize will be an extra recess; details will be coming soon via the Gator Aid newsletter.
    - v. Additional income opportunities for Union Chapel PTA (register your account to make Union Chapel PTA the beneficiary): Target Red Card, My Coke Rewards and Amazon Smile.
  - f. Program Coordinators' Report – Jodie Gerken/Shannon Lakes
    - i. Fall Fun Fest 10/9, 5:30-7:30: free community event at UC, including snacks ; dinner available for purchase. Most volunteer needs will be provided by UC STUCO and Park Hill A+ students. A donation sign-up document will be sent soon to list needed supplies.
    - ii. Reflections national program theme: "Let Your Imagination Fly"; entries due 11/2 - see lobby display for additional details or contact Erin O'Dell.
    - iii. November is the National PTA Healthy Lifestyles month. Union Chapel will be participating with daily announcements that include challenges and fun facts; Caroline Heckman will be coordinating these efforts along with a possible health/wellness newsletter.
  - g. Volunteer Coordinators' Report – Lynsey Curtis/Elizabeth Swanson
    - i. Working to compile/send list of volunteers to appropriate program coordinators. Program coordinators will then contact their volunteers as needed.
    - ii. Party Coordinator Handbook: details to come for Sept/Oct meeting to review handbook with classroom party coordinators.
  - h. Secretary's Report – Jaime Pruitt
    - i. No report.
- III. Old Business
  - a. Committee Updates
    - i. Membership/Fundraiser (see Allyson Berberich and Jen Patel reports).

- ii. Spirit Wear: new spirit wear will be available for order at the Fall Fun Fest (other available items include blue water bottles and smaller UC-branded items such as pencils and erasers). See Tara Zimmer for ongoing order options.

#### IV. New Business

- a. New Classroom Parties Handbook/Classroom Party Procedures/Fall Classroom Parties
  - i. See Lynsey/Elizabeth report.
  - ii. Fall party coordinators will be contacted in September to kick off 10/23 Fall party planning using new handbook procedures. Note: in order that each student has access to an allergen-free snack, all party snacks for each classroom will be provided by PTA. We will still need donations for crafts/games supplies as well as water bottles.
  - iii. Fall Fun Fest – see Shannon Lakes/Jodie Gerken report.
  - iv. Yogurtini FroYo First Fridays - 10/2, 11/6, 12/4, 1/1, 2/5, 3/4, 4/1 and 5/6
    - 1. Union Chapel PTA will receive 20% of all Union Chapel purchases on the above dates between 4 and 8 p.m. Each student will receive a promotional sticker reminder before the end of the school day on each date listed above.
    - 2. Yogurtini has agreed to provide free product samples at Union Chapel PTA events such as Fall Fun Fest and the Silent Auction.

#### V. Calendar of Events

- a. Thursday, 10/8 at 1:30 p.m. - early dismissal
- b. Friday, 10/9 5:30-7:30 p.m. - Fall Fun Fest
- c. Tuesday, 10/13 6:30-7:30 p.m. - PTA General Membership Meeting (Media Center)

#### VI. Adjournment - meeting adjourned at 7:23 p.m.