

Terra Linda Elementary PTA Executive Officer Meeting Minutes

Tuesday, August 1st at 5:30 PM

West Jordan Library – 8030 S 1825 W West Jordan, UT 84088

Attendance - Leigh Rust, Charity Murphy, Ann Marie Rogers and Cammy Whitchurch
Minutes Prepared by Leigh Rust

Called to Order 5:40 PM

Assignments: Discussed position information and the dividing of assignments between executive officers. It was decided that Ann Marie would head Memberships and Givebacks, Leigh would manage the agenda and calendar and Charity would head compiling standing rules for approval votes at general membership meetings.

Calendar/Budget: It was determined Leigh will distribute possible calendar items to officers for further discussion involving the calendar and budget and this will be further planned at the next executive officer meeting.

Ann Marie stated AFR will be completed August 1st and 990 EZ Submitted by 8/15

Fundraiser: It was determined that executive officers would research possible fundraisers and discuss at the next officer meeting.

A small fundraiser was discussed as a supplemental long-term fundraiser, penny wars. A Jar is placed in each classroom (or one assigned for each grade) Classes find and gather pennies to place in the jar, whoever has the most pennies at the end, wins a pizza party or something along those lines. Bonus, if someone puts, nickels, dimes, quarters or dollars in another teams jar, that amount is subtracted from the jar.

Newsletter: Discussed the addition of a monthly newsletter for teachers and parents to inform about PTA business, upcoming events and other important things. The newsletter will go out monthly with Mrs. Martinez's principal newsletter, it will also be uploaded to the PTA website.

PTA Website/School Website: Discussed providing updated information to the school to have the PTA page updated with current information. Further, an old website for the Terra Linda PTA was found. Ann Marie was able to log in and will update the site with current and relevant information.

Needs Assessment: Discussed administering a needs assessment to parents, teachers and students to determine the needs of the kids; what activities are well received, what activities people would like to see etc. It was determined this could be distributed at back to school night and/or the first week of school. Leigh will discuss this further with Mrs. Martinez

Instagram: Currently the PTA has no Instagram account, only Facebook. It was determined Leigh will create an Instagram and manage the facebook and Instagram. All officers will be given log in information and made admins.

Membership Drive: Discussed back to school night table, as well as, having some meetings in the evenings to allow working parents the opportunity to participate. Also discussed ways to increase teacher involvement. Leigh will discuss with Mrs. Martinez providing more information to teachers or addressing them during a staff meeting to encourage participation.

Charity Murphy volunteered to head up Reflections.

It was determined executive officers will meet again on August 15 at 5:30 PM at the West Jordan Library.

Leigh motioned to close the meeting at 7:25 PM and Ann Marie seconded.