



## Whittier Elementary PTA | Frederick, MD MEETING MINUTES

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August 7, 2018

Meeting was called to order at 6:30pm by Emily Harlow, PTA President

Attendance was recorded - 11 members in attendance

President gave a meeting overview. 3 meeting objectives:

1. Budget
2. Fundraiser Review
3. Membership Packet Review

### BUDGET

- Reviewed last year's budget by line item and updated as needed. Treasurer will present new budget at next PTA meeting.
- Membership Dues amount set at \$10 for first parent \$5 for second family member.
- Membership goal for 2018/19 year is 200 memberships

### FUNDRAISERS

Discussion of past fundraisers and potential new fundraisers. 2018-2019 year fundraisers will be:

- Spirit Wear – Amanda Cecil has volunteered to chair spirit wear. She is going to research on demand ordering for spirit wear so that inventory is not necessary. Jeanne Rhodes volunteered to assist. Suggestion made to look at Glade school's spirit wear site.
  - \* **GOAL:** Is to have a flyer created and ready for back to school night on August 30.
- Tek Trek – Discussion about PTA involvement. School began work on Tek Trek over the summer. PTA assistance would be more clerical and data management. Tina Long has volunteered to assist. Tek Trek date is set for 10/18. Suggestion for 2019/20 school year is to ask for donations from parents for the labels, stamps, etc.
- Box Tops – Continue in 2018/2019. PTA is currently looking for a chair.
- School Play – April 5&6 at Frederick High School.
- NEW – Skate night at Skate Frederick. Tina Long volunteered to reach out to Skate Frederick and collect information. Tentative date is January 2019.
- NEW – Discount Cards. Henry Penafiel researched and handed out literature about discount cards (new version of coupon books). Group agreed to move forward with the cards and to do the minimum order of 300. Henry is following up with company to find out dates on cards and if they are flexible. Cards take 4-5 weeks to receive.

### MEMBERSHIP PACKET REVIEW

- Items in packet are a form to join PTA, calendar of events and information about what the PTA does.
- Jeanne Rhodes has volunteered to format and create the documents for this year.
  - \* **GOAL:** Forms need to be to Amy Schwiegerath by 8/25 to be approved to be printed and have in place for the back to school night on 8/30.



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**OTHER:**

- Group discussed increasing use of social media outlets to push information out to families.
- PTA will push through their social media the Whittier newsletter items
- Volunteer Management Discussion – Amy Schwiegerath would like to have the volunteer reach out communications be streamlined in hopes that there is less confusion about volunteering, what’s available and who needs help. Amy will be lead on those communications and will work with Amanda Cecil, Volunteer Chair to coordinate.
- Back to School Night – PTA will have a booth work to seek memberships. Suggested to have membership forms, and volunteer information at table that includes the activities volunteers are needed for.
- Teacher Breakfast 8/28 sponsored by the PTA. Emily Harlow will send a sign up genius to Amy Schwiegerath
- Dog Tags – there are lots of PTA dog tags left over. Will use for all members who sign up at back to school night – they will receive one.
- Cord Bracelets - Henry Penafiel researched and group agreed to order. Henry and Jeanne were working on it as a possible giveaway for PTA members.
- All approvals - Anything that needs to be printed – Amy Schwiegerath asks for 5 days review time for approval.

Meeting Adjourned at 8:15pm

**NEXT PTA MEETING**

- General Membership Meeting – 9/17 @ 6:30pm
- Board of Directors Meeting – 10/15 @ 6:30pm (all welcome)

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Minutes prepared by Tina Long, Secretary

Approved at PTA meeting on 9/17