

**Forest Park Elementary PTA - General and Board Meeting
October 10, 2017 @ 6:30pm
FPE cafeteria**

Attendees: See sign in sheet on the last page of minutes for September 12, 2017.

Call to Order: Meeting called to order at 6:34pm.

President's Report: Valerie Weaks

- **Decision:** Proposal to approve the minutes from September meeting was approved with all voting in favor
- Laughing Planet will be the first dine-out night of the year on Tue 11/7. 15% to the school.
- Kinder Social and Back to School Picnic both went well.

Principal's Report: Lisa Newlyn not present

Carryover Actions from September

- In next PTA meeting, let's discuss the rollout plan for Lisa to review volunteer guidelines.
- Valerie to talk to Lisa about the computer cart

Treasurer's Report: Stephanie Chang

- Current balance is \$39,573
- **Decision:** Proposal to approve the 2017-18 revised budget was approved with all voting in favor
- There is a question about which speaker to secure for this year. Our budget is \$1,000. Our options are a local guy named Kyle Hart or Lauren Castillo from the East Coast, but we wouldn't need to pay for her travel. **Action:** Valerie to reach out to Laura to discuss.
- We are due to renew our insurance with AIM. This conversation seemed well-vetted last year, so we agreed to keep it the same as last year.
- **Action:** Stephanie to initiate School Pay as a pay for the community to pay for things to the PTA.
- **Decision:** Proposal to approve the audit from last year was approved with all voting in favor
- Hana and Steph went through last year's audit, and Steph reinforced how important it is that we have 2 signers on the cash count worksheets going forward.
- Month-end (September) reconciliation all tied out.

Volunteer Update: Michelle Dinsmoor

- Claire Tyler volunteered to be room parent coordinator. Role includes: making sure room parents are identified, coordinating volunteers, coordinating classroom events, organizing class gifts.
- **Action:** Meghan to ask at next staff meeting if all teachers have room parents and if not, to identify by 10/27, as well as to communicate Claire's role.
- We were contacted about doing a book drive in November by the Book Bank, but need someone to own it. We tabled it until next year to pair with the Book Fair.
- We still need a lead for Carnival in May. **Action:** Ask Lisa to solicit volunteers in her newsletter.
- There will be an International Festival this school year. Dates on the table are Feb 9 or March 9. **Action:** Susan Lee Bird to propose a budget prior to next PTA meeting, and we will amend the PTA budget at the next meeting accordingly.
- Claire has an extra 600 hackie sacks from last year's Carnival. Valerie to ask Diana and Lynn if they want for Walk to School prizes. If not, we will hold them for Carnival 2018.

Meeting adjourned at 7:42pm.

Decisions/Approvals	<ul style="list-style-type: none"> • Approved the September 2017 minutes • Approved this year's (2017-2018) revised budget • Approved last year's audit
Actions	<ul style="list-style-type: none"> • Lisa to roll out volunteer guidelines • Valerie to talk to Lisa about computer cart procurement • Valerie to discuss speaker selection with Laura • Steph to initiate School Pay • Meghan to confirm that all teachers have a room parent • Ask Lisa to solicit a Carnival lead in an upcoming newsletter • Susan to propose a budget for International Festival • Jinny to provide list of officers and standing rules approved by members for current year
Future Agenda	<ul style="list-style-type: none"> • Next PTA meeting is Tuesday 11/14 at 8:15am

