

**Twin Hickory Elementary School PTA
Executive Board Meeting Notes
December 13, 2018**

A meeting of the THES PTA Executive Board was held on 12/13/18. The meeting was called to order at 6:04 PM, with the following people in attendance:

Kristi Lang, President
Heidi Philyaw, VP Programs
Trista Shah, VP Ways and Means
Allison Schmitt, Appreciation and Recognition Chair
Tom Adair, Teacher Representative
Michael Dussault, Principal
Cathy Parker Secretary (via phone)
Jenni Katz, Programs Committee

Quorum (8) was established.

A motion was made by Allison Schmitt to approve the minutes “as circulated” from the previous Executive Board meeting held on 11/8/18. Motion was seconded by Trista Shah. The motion carried, and the minutes were approved by the Board.

President

- Kristi recommended that all Board Members review the description of their positions and update them to more accurately describe the job and the time commitment. This will be helpful to recruit new members to the Board.
- A nominating committee will be formed in January, consisting of 5 people. They will identify proposed new members for the 2019-2020 school year.

1st VP Programs

- Heidi outlined the analysis that was completed by a committee for selecting a PTA Tool that would combine several needs of the PTA. The committee recommended Membership Toolkit, based on its features, the price and overall usability of the program. We will start payment this year with funds from this year’s budget for Student Directory, Money Minder and Communications.
- Books for Bingo will be held on January 24th and the Reflections Program will be held the same night.

2nd VP Ways & Means

- TBC Update and PTA Memberships - YTD we have 434 PTA memberships (of 560) and trailblazer club donations of \$12,680. There was a discussion on ways to increase donations and encourage PTA registrations.

3rd VP Volunteers

Nothing to report.

Secretary

Nothing to report.

Treasurer

Nothing to report.

Principal

- Mr. D thanked the PTA for providing cookies to the teachers and said it was very much appreciated.
- Maker's Space -- a flyer will be going out in the purple folders this week, asking for donations to the new Maker's Space, an exciting enhancement to our stem lab and school.

Other Committees Requiring Discussion

N/A

There was no further business for discussion. The meeting was adjourned at 6:34 pm. The next Executive Board meeting will be held on January 22, 2019 at 6pm in the library.

Cathy Parker
Recording Secretary