



## FOREST RIDGE PTA BOARD MEETING Minutes

July 23, 2024 @ 5pm & 7pm @ Tracy's House UPDATED

**\*\*\*Please bring a laptop if you have it. We will have our new board members there @ 5pm so we can show them how to fill out paperwork, & go over bylaws. The rest of the board will come at 7 for our informal meeting. This will follow the regular agenda format which would include discussion of the upcoming year\*\*\***

### 5pm meeting:

1. Call to order & Introductions @ 5:15pm by Tracy Zerinskas in attendance: (Tracy Zerinskas, Mike Bowman, Breanna Hoffmann, Gloria Salem, Michelle Kermer, Katie Bowman)
2. Go over the following: Went over the following items & how to fill things out
  - a. Transition Binder
    - i. Cash Count Worksheet
    - ii. Check Request form
    - iii. Cash Box Request form
    - iv. Check Requisition Form
    - v. Square
    - vi. Membership
    - vii. Tax Exempt
    - viii. Bylaws & Code of Conduct
3. Make sure everyone can log into the following:
  - a. Their committee emails-everyone got logged in
  - b. GroupMe
  - c. Any social media they are responsible for (Facebook, Twitter, Instagram, GroupMe, Wix. email). Note...not everyone will need login info for all of these. Only committee chairpersons will log into their respective accounts. Added everyone to their social media.
4. Adjourned @ 6:52pm

### 7pm meeting:

5. Call to Order - Welcome Pledge @ 7:04 pm by Tracy Zerinskas in attendance: (Tracy Zerinskas, Mike Bowman, Breanna Hoffmann, Katie Bowman, Michelle Kermer, Gloria Salem, Jamiem Jensson, Heather Kotnour, Kim Tresch, Michelle Young, Kristy Moran)
6. Introductions
7. Executive Committee
  - A. President's Business
    - i. Introductions
    - ii. Open elected positions
      - i. Ideas how to recruit-Meet & Greet (Informal PTA Meeting to meet board members & recruit people for this year. Light appetizers & pop/soda-

- August 27th @ 7pm @ Oliver's? ). Send out info in newsletter, print out flier & put it at open house
- ii. Executive Secretary-Mandatory Fill-Regina Tarchala said she can fill in until we find someone.
  - iii. 2-Ridge Co-V.P.'s
  - iv. 2-Hille Co-V.P.
  - v. Dine Out Chairperson-Breanna Hoffmann might know someone to fill the position
- iii. Board Member Addresses-asked board members there especially new ones to text Tracy their addresses for our Annual Report filing that is coming up
  - iv. Communications/ Social Media for PTA-everyone in attendance said they were able to get onto what they needed to. If anyone needed help logging on or getting access they needed to reach out to Tracy
    - i. GroupMe (PTA Board, Committees, Families)
    - ii. Facebook
    - iii. Twitter
    - iv. Instagram
    - v. Website
    - vi. Newsletter
  - v. Binder-This is what your binder should look like. Can modify for your specific board position if needed
    - i. A-Agenda & minutes
    - ii. B-Budget
    - iii. C-Calendar (PTA)
    - iv. D- District calendar & Building Use Forms
    - v. E- Elections
    - vi. F- Treasurer's Report
    - vii. G- Teacher Grants
    - viii. H- Fundraising & Dine Outs
    - ix. I- Favorite Things
    - x. J- Check Requests/ Cash Box Requests
    - xi. K- Cash Count Worksheet
    - xii. L- Check Requisition Form & Square
    - xiii. M- Membership
    - xiv. N- Newsletter
    - xv. O- Open House
    - xvi. P- Programs & Events
    - xvii. Q- Code Of Conduct
    - xviii. R- Robert's Rule of Order
    - xix. S- Scholastic
    - xx. T- Tax Exempt
    - xxi. U- School Supplies (schooltoolbox.com)
    - xxii. V- Volunteers/ Classroom Parties
    - xxiii. W-Wix.com
    - xxiv. X- Santa Secret Workshop
    - xxv. Y-
    - xxvi. Z- Extra Info

- vi. Open house planning (tentative dates & times)-Fliers will be created for all of the following PTA events for the beginning of the year by Breanna . Add Crave Cookie Dine Out (all day 8/28 & 8/29-20% & must mention PTA or show flier)to the Open House flier
  - i. Chalk the Walk 1st day of school? Everyone is good with it. Set specific times for 8/21 Foster (9am-11am), Kerkstra (10am-12pm), Ridge (12pm-2pm), & Hille (2pm-4pm)
  - ii. Teacher & Staff Meeting- Tentative Monday, August 19st could be 20th (7am-PTA, 7:15/7:30- Families, Staff-7:30 & 7:45-8:15 breakfast)
  - iii. Ridge- Meet & Greet- Kindergarten only Thursday, August 22nd during day (specific times will be sent out)
  - iv. Kerkstra- Tuesday, August 19th or 20th evening (usually 6-730)
  - v. Foster- Tuesday, August 19th or 20th evening (usually 6-730)
  - vi. Hille- Thursday, 6pm-730pm
- B. Treasurer-Ask for cash box request at least 1 week in advance of when you need it.
  - i. Treasurer's Report & proposed budget-Went over some of the major changes we were wanting to implement. One item is for the PTA Administration Costs. With prices increasing even with the best planning, sometimes we need a little extra just in case. A prime example was because we went over budget on our Halloween fund due to buying extra candy the day of the event or last minute change in the Bouncy Houses for Summer Bash which could have put us over budget. Also increasing the Staff Appreciation Week per teacher/staff amount due to increasing cost of food & supplies
  - ii. Update bank account-we will update at the beginning of the school year
  - iii. Square-Log Ins has been updated & the user name & password was shared with everyone.
  - iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
  - v. Taxes-Jamie is prepping for our yearly taxes
  - vi. Audit Committee-Heathe Kotnour will be chairperson, Members: Michelle Kermer, Katie Bowman, & Breanna Hoffmann
- C. School Vice President Reports- there are no reports at this time. Just explained that they will reach out to their building principal about a week before to see if there is anything they would like to share with PTA
  - i. Ridge
  - ii. Kerkstra
  - iii. Foster
  - iv. Hille
- D. Committee Reports-Just went over that they would submit their monthly committee reports to the president, vice president, & the secretary before the board meeting. Will try to see if we can fill any of the following board positions to get a head start on the year. We will create an excel spreadsheet like last year for signup
  - i. Communications Chairperson
    - i. Facebook, Twitter, Instagram, Website
  - ii. Membership Chairperson
  - iii. Dine Outs
  - iv. Smencil & Fidget Committee
  - v. Skating Committee
  - vi. Art Committee

- vii. Savers Clothing Drive
  - i. Chairperson
  - ii. Members-Kristy Moran & Michelle Kermer
- viii. Trunk-or-Treat/ Pumpkins & Pizza
  - i. Chairperson
  - ii. Members
    - a. Concessions
    - b. Candy-Michelle Kermer
    - c. Trunk-or-Treat-Kristy Moran
    - d. Pumpkins-Breanna Hoffmann
    - e. Pizza
    - f. Volunteers-Michelle Kermer (ask Boy Scouts to help)
- ix. Ornament Night
  - i. Chairperson: Kristy Moran & Glorian Salem
  - ii. Members
    - a. Volunteers-Michelle Kermer
    - b. Concessions
    - c. Smencils: Katie Bowman
- x. Teacher Hot Cocoa
  - i. Chairperson: Michelle Kermer
  - ii. Members
- xi. Domino's Slice The Price
  - i. Chairperson: Jamie Jensson & Gloria Salem
  - ii. Members
- xii. Paint Night
  - i. Chairperson: Kristy Moran & Gloria Salem
  - ii. Members
    - a. Concessions
    - b. Smencils
- xiii. Sock Hop
  - i. Chairperson
  - ii. Members: Katie Bowman, Mike Bowman, Michelle Kermer
    - a. Concessions
      - a. Pizza
      - b. Beverages
      - c. Candy
      - d. Chips
    - b. DJ
    - c. Smencils
- xiv. Kenootz Take & Make Pizza Kits: Gloria Salem
- xv. Family Fun Night
  - i. Front Door (including Goodie Bags)
  - ii. Bounce Houses
  - iii. Games
  - iv. Raffle & Silent Auction
  - v. Fish
  - vi. Ice Cream
  - vii. Volunteers: Kristy Moran

- viii. Concessions
- ix. Smencils
- x. Entertainment (ex: Face Painter)
- xi. Local community tables?
- xvi. Soap Detergent Fundraiser
  - i. Chairperson: Michelle Kermer
  - ii. Members
- xvii. Spring Book Fair
  - i. Chairperson
  - ii. Members
- xviii. Sneaker Recycling Drive
  - i. Chairperson: Kristy Moran
  - ii. Members
- xix. Popcorn Fundraiser: Kim Tresch
- xx. Earth Day Program
  - i. Chairperson
  - ii. Members
    - a. Smencils
- xxi. Summer Bash Committee
  - i. Bounce Houses
  - ii. Police & Fire
  - iii. Volunteers
  - iv. Games
  - v. Permits
  - vi. Food Vendors
  - vii. Concessions
  - viii. Smencils
- 8. Representative Reports
  - A. Teacher Representatives-no updates
  - B. School Board/Administration Representative-no updates
- 9. New Business
- 10. Closing and Adjournment @ 8:07pm

Respectfully submitted by Tracy Zerinkas September 5, 2024