



FOREST RIDGE PTA BOARD MEETING AGENDA

July 23, 2024 @ 5pm & 7pm @ Tracy'sHouse

*****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
2. Go over the following:
 - a. Transition Binder
 - i. Check Request form
 - ii. Cash Box Request form
 - iii. Check Requisition Form
 - iv. Square
 - v. Membership
 - vi. Tax Exempt
 - vii. Bylaws & Code of Conduct
3. Make sure everyone can log into the following:
 - a. Their committee emails
 - 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.

7pm meeting:

4. Call to Order - Welcome Pledge
5. Introductions
6. 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?)
 - ii. Executive Secretary-Mandatory Fill
 - iii. 2-Ridge Co-V.P.'s
 - iv. 2-Hille Co-V.P.
 - v. Dine Out Chairperson
 - iii. Board Member Addresses

- iv. Communications/ Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
 - ii. Facebook
 - iii. Twitter
 - iv. Instagram
 - v. Website
 - vi. Newsletter
- v. Binder
 - 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)
 - i. Chalk the Walk 1st day of school?
 - 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

- i. Treasurer's Report & proposed budget
- ii. Update bank account
- iii. Square-Log Ins
- iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates

- v. Taxes
- vi. Audit Committee
- C. School Vice President Reports
 - i. Ridge
 - ii. Kerkstra
 - iii. Foster
 - iv. Hille
- D. Committee Reports
 - 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
 - viii. Trunk-or-Treat/ Pumpkins & Pizza
 - i. Chairperson
 - ii. Members
 - a. Concessions
 - b. Candy
 - c. Trunk-or-Treat
 - d. Pumpkins
 - e. Pizza
 - f. Volunteers
 - ix. Ornament Night
 - i. Chairperson
 - ii. Members
 - a. Volunteers
 - b. Concessions
 - c. Smencils
 - x. Teacher Hot Cocoa
 - i. Chairperson
 - ii. Members
 - xi. Domino's Slice The Price
 - i. Chairperson
 - ii. Members
 - xii. Paint Night
 - i. Chairperson
 - ii. Members
 - a. Concessions
 - b. Smencils
 - xiii. Sock Hop
 - i. Chairperson
 - ii. Members
 - a. Concessions

- a. Pizza
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ
 - c. Smencils
 - xiv. Kenootz Take & Make Pizza Kits
 - 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
 - viii. Concessions
 - ix. Smencils
 - x. Entertainment (ex: Face Painter)
 - xi. Local community tables?
 - xvi. Soap Detergent Fundraiser
 - i. Chairperson
 - ii. Members
 - xvii. Spring Book Fair
 - i. Chairperson
 - ii. Members
 - xviii. Sneaker Recycling Drive
 - i. Chairperson
 - ii. Members
 - xix. Popcorn Fundraiser
 - 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
7. Representative Reports
- A. Teacher Representatives
 - B. School Board/Administration Representative
8. New Business
9. Closing and Adjournment