



FOREST RIDGE PTA BOARD MEETING AGENDA-Updated

August 2nd @ 7:00 pm @ Tracy's House

Katie Jacobson, Kristen Spreadbury, Michelle Young, Tracey Breitbarth, Tracy Zerinskas, Dawn Omiecinski,
Darcy Alaska, Arlene Olson, Richita Jones, Lisa Vanderwall, Regina Tarchala

1. Call to Order - Welcome Pledge
2. Executive Committee
 - A. President's Business
 - i. Welcome & Introductions - Everyone went around the table and introduced themselves
 - ii. Transition Binders - We are doing these as a few members are leaving and we want to make sure that those coming in are prepared.
 - iii. Follow Social Media-Facebook, Twitter, Instagram, Website - All should follow social media.
 - iv. Group Me - We will use this for 2021-2022. Immediate attention issues will still be sent as a text.
 - v. Square Log In-Make sure everyone has downloaded on phone
 - i. Everyone Log into Square - We are going to change password we have on there.
 - ii. Manual how to use Square
 - iii. Events & Money how to's
 - a. Cash box request - form reviewed
 - b. Cash count worksheet - form reviewed
 - c. Submit for Reimbursement - form reviewed
 - vi. Make sure everyone can log into their Gmail & Facebook accounts
 - vii. Open House - We are virtual again this year. Will be a Zoom call.
 - i. What pta did last year-emailed in Newsletter & Social Media
 - ii. Get an Bitmoji from everyone for presentation
 - viii. Shirts-Upcoming Year design & saying - We let our shirt design lapse. We will make our shirts this year. We can buy our own shirts and then put the designs on them. Amazon has Bella Plus Canvas. We can get any color shirt we want. Everyone brings shirt by September 2nd Board meeting. Any color that will go with white vinyl.
 - ix. Tax Exempt - Should be receiving letter soon. We are up to date with bylaws and memberships. The one we currently have is only good until September 1st.
 - x. Membership & Calendars - Everyone needs to review to make sure their name and email address are correct. We will keep calendar in the same format as in the past. We will have to charge \$12 for our membership this year. What do we think about doing a 2-week pre-sale? We will finalize membership form. Calendars can cost anywhere from \$4.85 to \$8.00 depending on the number we need. We can probably sell about 100 calendars which would be \$5.15 per calendar. Recommendation is to round up to whatever we get for pre-sale. We have one quote but are trying to get more quotes.
 - B. Treasurer

- i. Proposed Budget
 - i. Normal Year
 - ii. Virtual Year
 - iii. Fundraising-2021-2022 & funds used in 2022-2023
 - ii. Cash procedures
 - C. School Vice President Reports
 - i. Ridge - no VP for Ridge right now
 - ii. Kerkstra
 - iii. Foster
 - iv. Hille
 - D. Committee Reports
 - i. Calendar Committee - calendar is basically set. Trying to get additional quotes. Calendar changes have all been made.
 - ii. Budget Committee
 - iii. Membership Committee
 - iv. Communications
 - v. Dine Out
 - i. Oberweis - Will do this August 27th.
 - ii. Lou Malnattis - Will do this September 16th.
 - vi. Fundraisers:
 - i. Domino's - All agreed to do this again. Should put in December newsletter. Sell in January for 2 weeks.
 - ii. The Zoo Factory - Kind of like Build a Bear. If we can't do Family Fun Night, we can do this. We can also do this in addition to Family Fun night if we have it. Still need to look at the pricing in detail.
 - iii. Savers - We can just do Savers instead of doing Sneaker Recycling.
 - iv. Sneaker Recycling - Decided to do Savers instead.
 - v. Nothing Bundt Cakes - They do a fundraiser. We need to look into.
 - vi. Krispy Kreme - We can do a card or order donuts.
 - vii. Pumpkins & Pizza Committee - Regina Tarchala, Darcy Alaska, Tracy and Tracey B.
- 3. Representative Reports
 - A. Teacher Representatives - We are trying to teachers to be representatives.
 - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment - 10:05 pm