CHES PTA Foundation Board Meeting 4/17/2019

In attendance: Tim, Vic, Emerson, Aaron, LeAnna, Tracey, Heather, Shelley, Matt, Julia, Lynn, Kevin

Policies and Procedures (Emerson)

* We will be creating a manual for each position that will help set expectations and define responsibilities. We are creating a Responsibility Operations team that will help with the creation of the manuals.
	+ ACTION ITEM: If you are interested in joining the Responsibility Operations team, sign up with Emerson (he will be sending out additional information).

Survey Update (Tim)

* We have only received 126 surveys, or 188 if you include partial responses (we will include them with the final results). How can we incentivize/encourage people to fill them out?
	+ Set up a table at Champ Camp sign in
	+ Open House
	+ A computer dedicated to the survey in the front office
* How can we collect contact information so that we can send out our own email blasts?
	+ Coordinate with PTA to get “consent to share” forms (Jenna Belfanti will be point person for this, along with Communication Committee who will work to create the form). Forms will be distributed at registration, sneak a peek or open house. Dr. Carpenter will be responsible for coordinating with teachers to ensure that forms are completed and returned.

Champ Week and Boosterthon (Tracey and Vic)

* Champ Week scheduled for April 29-May 3
	+ Monday 4/29, be generous
	+ Tuesday 4/30, eat like a champ
	+ Wednesday 5/1, Walk to School Day
	+ Thursday 5/2, be kind
	+ Friday 5/3, dress like a champ
	+ ALL WEEK-bring in your spare change and place in your grade’s bin. Winning grade to receive some kind of award? Vic working with Keeli.
	+ ACTION ITEM: Vic sent out a Sign Up Genius for Champ Camp, money collection and walk to school day. Please sign up.
* Champ Camp (Friday, May 3)
	+ Need lots of volunteers, for event prep, cooking, cleanup, signin
	+ Will have a DJ and Photo Booth
* Boosterthon
	+ Scheduled for Friday August 30. Will need lots of assistance.
	+ ACTION ITEM: Kick off meeting is Friday May 3 at 8:30 am in Tracey’s classroom.
	+ Current theme options are a danceoff or another fun run
	+ Next year (2020-2021) we are not contracted with Boosterthon, we will need to either resign a contract or decide on a new “big” fundraiser.
* Other ongoing fundraising items
	+ Banners-$750 for 2019-2020 school year. Please find new sponsors and send to Tracey.

Funding request (Vic)

* Keeli’s going away party ($2,000 request)
	+ Party will be on Friday, May 10 at Robin Dinic’s home, from 4-10 pm
	+ Small group of teachers, staff PTA/Foundation members
	+ PTA is putting up $1,000, the ask from Foundation is for $2,000

Treasurer report (Matt)

* Keeli will be writing a letter to BB&T to update signors
* Shani McCarty has been updating the books and paperwork, everything has been filed
* Background checks will be completed for Matt, Vic, and additional signing privileges for Matt, Vic, Emerson, Tracey and Kevin (the latter 3 have already completed background checks)
* ACTION ITEM: All committee chairs need to set a proposed budget for 2019-2020 school year and send to Matt. We are trying to cut down on the number of “ad hoc” funding requests.

Technology update (Rashed)

* Domain has been transferred, website updated
* We will be using FlipCause, and implementing GSuite

Next meeting: Wednesday, May 15 6:30 at Tim Cowan’s office

Topics for next meeting: Foundation branding (raising awareness), setting goals for 2019-2020 school year.