

## Moody PTSA Board Meeting Agenda

Wednesday, October 6th, 7:00 pm

In attendance: Denise Doss, Stephanie Hoppin, Meghan Madden, Rhonda Bowman, Kristen Vithoukias, Amida Patel, Kathy Josefiak, Meg Foster, Brian Segall, Kristi Segall, Jennifer Hayes, Kelly Griffith

1. Call to order
  - a. Kristen started our meeting at 7:00pm.
2. [Approval of minutes from 9/21/2021 meeting](#)
  - a. Brian moved that we approve minutes and Kathy seconded. The minutes were approved.
3. President report
  - a. No president report as Maha was absent.
4. Treasurer report
  - a. Updated Financial Statement: [Attached please find the updated Treasurer's Report for September which includes the approved budget amounts.](#) The largest increases to income came from Raider Fund Donations (\$2,374 in Sept. less \$91 in fees) and Membership Dues (118 new members in Sept.). We stand about \$3,700 shy of our Raider Fund goal for the year (our major source of income). Expenses this month included hospitality payments for the Jason's Deli teacher lunch (\$566) and the Pizza Republic Back to School Night teacher dinner (\$213), as well as the fees associated with our Memberhub payments and 4 teacher reimbursements (\$75 each).
  - b. Assuming we send home a paper packet to encourage donations and memberships, I will meet with another Board member at least one morning a week to count money and prepare deposit until volume decreases.
    - i. Kristen needs volunteers to help to assist. Ms. Doss offered our financial secretary
  - c. Our approved audit has been submitted to the VA PTA and Henrico County (our tax return was submitted over the summer). To remain in good standing, we now need to submit our Organizational Form in Memberhub (and print the new standardized bylaws along with it for our records) and submit our first dues payment on time (by 11/1).
  - d. Patient First would like to know how we would spend their \$1000 donation. We likely need to discuss more details on the plans for school improvements this year.
5. Principal report
  - a. Teachers need support - stretched thin this year - 10/11 will not be a PD day
  - b. Completing assessments to assess where students are with learning
  - c. 10/25 October IB Open House 4:30-5:30 and 6:00-7:00 - all students are invited (neighborhood schools and schools students apply from)
    - i. Will be a virtual option for those who cannot attend or don't feel comfortable; it is not live

- ii. Mrs. Madden has asked for PTSA to fund dinners for staff who attend and students who attend to help (Ambassadors and other students)
- iii. Kristen asked for future dates: November 3 (conference night), 8th grade celebration evening
- d. How can PTSA support the leadership team regarding vandalism in the boys' bathrooms

## 6. Membership report

- a. As of 10/4 we have **208 members**. 37 student, 146 parent/guardian, 25 faculty and staff memberships. I have sent a generic "welcome to the PTSA" email to all members as of 10/4.
- b. **Increase membership:** We need to work on increasing memberships. The flyer going home (hopefully) will do that. Please see attached flyer so we can discuss getting this sent home.
  - i. Flyer to be sent in Sunday message and to be copied (per Ms. Doss come to school and use paper there) and sent home with students. Kathy and Kristi to create a plan for getting flyers out to parents
- c. **Reminder:** Also a reminder **all board/committee chairs** on our PTSA should be PTSA members. Please join if you haven't already. Website to register: [http://gomoodyppta.com/PTA\\_WP/](http://gomoodyppta.com/PTA_WP/)
- d. **Staff memberships:** Do we need more membership forms for our teachers in the lounge? Can a reminder be made to the teachers to join so they can be eligible for their PTSA money?
- e. **Student members:** What are your thoughts on holding a general membership meeting where we invite the student members? If we encourage and have student members, I would like them to see why they should get involved in our PTSA. Perhaps they have opinions on how we should spend our money to best help the school. Ideally we'd have a student rep on our PTSA board. Thoughts/Ideas? (Tabled to next meeting)
- f. **Dues:** We owe our membership dues by November 1 to VAPTA. I will coordinate with Kristen to make sure that happens.

## 7. Communications report

- a. Access to Facebook
  - i. Brian needs access as an admin
  - ii. Request sent to Maha to allow access to FB Group and to have this be a "Parents at Moody" group
- b. Discussion about Facebook Group
  - i. Recommendation is to create a FB page for PTSA so PTSA related information can be shared
  - ii. Group approved creation of a PTSA FB page

- iii. PTSA can create it's own social media pages - Twitter, IG. This would be a board decision
  - c. Website content has been updated and board members can send any updates to Brian
  - d. Please send updates for Sunday message by Wednesday at noon prior
- 8. Raider Fund report
  - a. **Raider Fund** - Reviewing Memberhub as of 10/4 we have a total of \$4,424.00 (our share 4,260.13). This does include cash/check donations outside of Memberhub. Continued efforts to reach our goal of \$8K. *Flyer Discussion*
  - b. **Corporate Match** - Patient First would like a sponsorship form. I am working on one now that was used at the VA PTA level but needs some updating. I should have a draft out to all before our next meeting so we can make updates. Hoping we can approve the form at our November meeting.  
I have reached out to individuals via email who had indicated their employer has a corporate match. We received an email notification on 1 approval for \$50.00. I have also reached out to any that indicated "I don't know."
  - c. **Sponsorship:**
    - i. For next meeting, Kristi will have a form for potential sponsors and ways we can say thank you to those businesses (like Patient First)
  - d. **Retail Promo** - What I have documented so far is \$296.77 which includes donations from Amazon, Kroger and Papa Johns. Papa John is sending us a check.
    - i. Push Amazon Smiles ahead of the holiday season
  - e. **We have 2 upcoming Spirit Nights:**
    - i. Wednesday, October 20th from 4PM to 8PM at Chipotle. This is in store and online We must have a minimum of \$150.00 to earn the 33%.
    - ii. Tuesday, November 16th from 4PM to 8PM at Panera. This is in store and online (there are some fine print items when ordering). We must have a minimum of \$100.00 to earn the 20%.
    - iii. \*Break in December from Spirit nights. Planning MOD pizza for January 2022!
  - f. Future Fundraising Events: I would like to consider a Car Wash and a Fun Run.
    - i. Splash and Dash Car Wash off Gaskins near I64
      - We would need volunteers for this event
      - Hours can range the preferred hours are 10AM to 4PM
      - 10% of earnings for the day and any tips received
      - This is for a Saturday
      - Would like to plan for October 30th if possible, or later if we need more time, and we could do more times/year
    - ii. RunSignUp
      - This could be anytime and can be a window of dates 3 to 4 weeks?
      - This would be a virtual race
      - We can set up the amount charged
        - Example: charge \$20.00 plus fees \$2.16. We would receive \$20.00 for each sign up

- We can also turn on donations
  - We could create a shirt or magnets?
- 9. Spirit Wear report
  - a. Brought in \$487 from August
  - b. Another spirit wear sale is ongoing now and made \$200 in 1 week
  - c. Host another in November for the holidays
- 10. Hospitality report
  - a. Providing dinner for faculty/staff for 10/25 IB Open House
  - b. Working on monthly snack tables for teachers/staff with Ms. Dale. Created Amazon wishlist for items like granola bars that can be sent to Jen Hayes house and supplement as needed including gift cards. Question was raised how frequently/dates/times. Recommendation was 1/month on a Friday and to coordinate with Mrs. Dale.
- 11. Other business
- 12. Meeting was concluded at 7:52 pm