

West Friendship Elementary School PTA  
Minutes of PTA Executive Board Meeting  
Held June 1, 2015 – Called to order 1:42 p.m.

**Attendance:**

Executive Board

Dana Keiner, President  
Kathy Baur, 1<sup>st</sup> VP  
Stephanie McDonald, 2<sup>nd</sup> VP  
Lisa Cumberland, Corresponding Secretary  
Theresa Yodzis, Recording Secretary  
Amy Grutzik, Treasurer  
Hina Naseem, PTAC Delegate  
Fabrizio Roman, PTAC Delegate  
Chris Vee, PTA Website

Minutes - Stephanie McDonald motioned to approve minutes dated 5.5.15  
2nd motion by Hina Naseem; Voted and unanimously approved.

Audit - Three auditors identified for the PTA audit:

Lisa Cumberland  
Theresa Yodzis  
Stephanie McDonald

PTA Website – post committee specific information  
Staff appreciation model for this can be found on the old website.

Communication is key.

Increase teacher communication.

Current communication method is Tark to Staff.

Suggestions: 1) Have a parent liaison to report at staff meetings. Hina offered to fulfill this role. 2) Forward PTA minutes to teachers 3) Invite Staff members to attend PTA meetings.

Calendar Item - PTA dates due to Tark by July 10<sup>th</sup>.

TBA - BTSN

Oct. 12<sup>th</sup> – 23<sup>rd</sup> – Artist in Residence (artist is flexible and can come back for unveiling if needed)

TBA – Culminating Walking Wednesday Event (event name TBD)

Nov. 11<sup>th</sup> – Assembly Anniversary

Nov. 13<sup>th</sup> – Decades Dance (No Halloween Dance)

Nov. 16 – 20<sup>th</sup> – Book Fair (& American Education Week)

90<sup>th</sup> Celebration - November 11<sup>th</sup> is the actual anniversary of WFES.

Darline Hettinger has agreed to Chair the 90<sup>th</sup> Celebration Committee.

Ask a Military Band to perform at celebration - Contact Carol Hahn for contact info.

WFES Staff members that would like to be on 90<sup>th</sup> celebration Committee:

Mr. Eckell, Mrs. Heflin, Ms. Chrest

Budget – Amy Grutzik provided a projection.

Fundraising - Silent Auction & Tiger Trot to alternate, hassle free donations and Kid Stuff coupon books in the Fall.

\$18,000 carryover

Electronic vs Hardcopy Storage – Permanent Files labeled as DO NOT

DESTROY/financial files must retain for 7 years. Other papers can be destroyed i.e., Spring Festival files, etc

Shred bank statements – Chris offered to do this at his work at an upcoming corporate event.

Volunteer needed to scan – Fabrizio

Moving forward who will scan and store? 2nd VP? Recording Secretary?

Amy to move forward with recycling other files that do not need to be retained.

Social Media – external Communication provided by Chris Vee

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Theresa Yodzis

Recording Secretary