minutes

Trillium Creek Primary School PTA Committee and Project Chair Meeting

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* WELCOME!
* Review/Update Contents of Binder
	+ Stephanie Gettel
		- Review the importance of the binder and that it is work in progress piece to help better the event and provide back ground information for future chairs.
		- Drop Box- save all items in Drop Box. If you are a chair and have not rec’d an invite raise hands
		- Location of PTA Mailboxes
		- All forms/reports are also available online on the PTA website
		- Creating Flyers – ESD Printing Office, get approval from Board member prior to printing
			* Print big items – invitations, posters, etc…you must pick up
			* ESD bill is sent directly to TCP…have reimbursement form already filled out (ask Nicole)
		- Post Event Procedure:
			* Clean up at the conclusion of event
				+ Empty garbage cans (and reline bags)
			* Return a few days later to make sure all supplies have been put where they belong
			* Complete the Event Summary and submit to your Board liaison.
		- PTA Closet Location and Contents. Please be respectful of space – shared with PE
			* Label the long section of your bin
			* Left over supplies please put in the bin labeled PTA General Supplies. Check that bin before buying anything with your budget.
		- Mini Kitchen Location – shared space, label your supplies
		- Do NOT use the school’s lunch kitchen facilities
* If you need class or population totals please ask Kim or there might be an updated list above the copier
	+ Treasurer Report –Nicole Alexander/Mary Emerick
		- Reimbursement Process
			* Create a tape or excel doc to track multiple receipts for the event and total it up with the receipts. If multiple items are on the receipt please highlight what is actually being expensed.
				+ Should be submitted before invoice arrives
				+ Put reimbursement forms in orange folder
* Reimbursement timeline is approx one week, and can be picked up in same folder at TCPS (or let Nicole or Mary know if you’d like a check mailed)
	+ - Cash Box Request and Cash Box Opening and Closing Procedure
		- Petty cash
			* Form to be filled out at start and end of events where petty cash is involved. Treasurer will cut a personal check to be cashed by chair
			* Please request petty cash a week before event. Cash check and have it in safe prior to event
			* A witness needs to be there to sign when petty cash is put in cash box
		- Location of PTA Safe - under Kim’s desk on the left hand side
		- Can only use PTA allocated funds for events – no additional fund raising
			* Can request specific items on occasion if needed – not money
		- Process of Requesting more money for next year’s event – if you need more or less money there is a

form on the PTA site that can be completed

* + - Budget
	+ Vice President – Christy Riehm
		- Promoting Events/Projects
			* TCPS PTA Facebook
				+ Trillium creek primary school PTA

Way to recognize committees, seek volunteers – Christy to post

* + - * TCPS PTA Website
				+ [www.trilliumcreekpta.org](http://www.trilliumcreekpta.org) – way to disseminate flyers, information…Christy will post
* Contact Julie Fewell if you’d like her to promote your event on the PTA bulliten board
	+ Vice President – Beth Schreck (Volunteer Coordinator)
		- Review Process, Protocol, and Expectations
			* Please write your blurb and who you want the email to be sent out to
				+ Give Beth at least 3 days prior to when you want blast to go out
* See sample of shift schedule
* Beth can give you information regarding people who’ve expressed an interest in volunteering for your event (i.e. Art Lit, etc.)
	+ - * Follow up and track your HelpCounter post and email Beth if you need another blast
			* Past data from events is accessible
			* You are able to send out Thank You to those that signed up via HelpCounter
			* Due Dates for Blurbs – see above (3 days)
			* Process for requesting the Owl Mascot for an event –outfits up to 5ft 5in
		- Talk about HelpCounters functions and limitations
			* Lost previous volunteer database…other information still available, but we need a grassroots effort to get people to re-register
			* Beth talking to Teri to see if we can link people signing in on office computer to HelpCounter
		- Thank you Blurbs post event
	+ Secretary – Alina Egland
		- Committee/Project Chair Flow Chart
		- Review Event Timeline
		- Trillium Tweet (newsletter) Process and Protocol: Monday prior to the Tweet Blast (Thursdays).
* Adjournment at 9:02
	+ Stephanie Gettel – Excused meeting to the Meet and Greet