minutes

Trillium Creek Primary School PTA Committee and Project Chair Meeting

* WELCOME!
* Introductions of PTA Board Liaisons
	+ Christy Riehm
		- Review the importance of the binder and that it is a work in progress. Aim is to improve the event going forward and provide consistency/knowledge transfer for future chairs.
			* List of “Do’s, Don’t and Suggestions” reflects new district rules (many of which we’ve been complying with already)
			* Note about initial issue of auctioned parking space, but this has since been resolved
			* Stressed the importance of the event summary – knowledge transfer to future chairs
			* Facilities requests to go through Amber Craver (volunteer coordinator), rather than office staff. If this changes, more information to come
				+ Kari suggests contacting ESD and ordering carbon copies of facilities request forms (Kari might make some changes to the form first)
		- Location of PTA Mailboxes
		- Creating Flyers – ESD Printing Office, get approval from Board member prior to printing
		- All forms/reports are also available online on the PTA website
		- Promoting Events/Projects
			* TCPS PTA Website – Christy is webmaster, so send her anything that needs posting
			* TCPS PTA Facebook/Social Media – Amanda Stein is point person
				+ PTA FB page is different from Trillium Creek parent group (many things will be cross posted
				+ PTA FB page is a great place to promote events, post pics, etc.
				+ Also an IG page, but isn’t currently active…will work on expanding it
		- Post Event Procedure:
			* Clean up at the conclusion of event
			* Return a few days later to make sure all supplies have been put where they belong
			* Complete the Event Summary (save a copy in Dropbox) and submit a copy 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.
* Kari Baltz
	+ DropBox
		- Like a digital binder, has previous chairs’ files. If you need help, ask Kari
	+ Greater Giving (Winter Craft Fair, Harvest Happening, Hoot n Scoot, Adult Social/Auction, Pizza Bingo)
		- Webpages for ordering needs to be ready to go by the time flyers go home
		- Software was designed for auctions, so specialty questions can be tricky
		- Is possible to set up discount codes
	+ 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.
		- Cash Box Request and Cash Box Opening and Closing Procedure
		- Petty cash (please request a week or so in advance of need – PTA will issue you a check)
		- Location of PTA Safe- under Dawn’s desk on the left hand side
		- Can only use PTA budgeted funds for events – no additional fundraising
		- Requesting changes to your budget for the following year – submit a

Budget Change Request form (on the PTA website)

* + Vice President – Amber Craver (Volunteer Coordinator)
		- Review Process, Protocol, and Expectations
			* Please write your blurb and who you want reply email be sent to
			* Follow up and track your HelpCounter post, and email Amber if you need another blast
			* Past data from events is accessible
			* Due Dates for Blurbs
			* Finding ways to express thanks to volunteers is encouraged
			* Process for requesting the Owl Mascot for an event –outfits up to 5ft 5in
		- Talk about HelpCounter’s functions and limitations
	+ Secretary – Alina Egland
		- Trillium Tweet (newsletter) Process and Protocol: Monday prior to the Tweet Blast (Thursdays).
			* Sending out a post-event thank you blurb in the Tweet is recommended
			* Tweet blurbs should be received by Alina by Wednesday AM at latest for the Thursday Tweet. Date of Tweet blast might change, but any changes will be communicated to chairs when confirmed.
* Adjournment