

Mills Park Middle School PTSA

Title: Board and Committee Chair Meeting

Date: June 28, 2010

Location: Mills Park Middle School

June 28th, 2010: MPM PTA Board 2nd Meeting

1. CORRECTION from last meeting minutes: When we hold a PTA event we have to pay for Security / SRO, and CUSTODIAN!
2. Cindy Samson: PTA President incoming of Alston Ridge Elementary, recommended an Ethics Standards Code for the board to sign.
3. Fundraisers:
 - a. Coffee: Cindy's friend
 - b. 50-50's are ok...we can do under rules per Trudi's investigation.
4. Committee Descriptions/Recos: Cindy has descriptions to post. See attached>
 - a. Directory: need form asking EVERYONE to be in directory. Only way to purchase directory copy is joining PTA.
 - b. Cultural Arts: Jennifer Mewshaw already has committee Patti Vaudo, Carla Brand, Dionne Adams
 - c. Membership: Liz Welsch: ask to chair and ask if she needs co-chair. Donation to get a plaque: no fuss (some confusion as to where this should go...here or fundraising.) matching donations from employers...
 - d. Spirit Wear: Judy Connor/Nancy Myers samples ready by 8/17 for open house.
 - e. Fundraising ideas: Have separate sign up sheet for each at open house
 - i. Fall Fundraiser Committee/no fuss in conjunction with membership
 - ii. Spirit Nights
 - iii. Scripts
 - iv. Box Tops
 - v. Restaurant sponsor nights
 - vi. Vendor sponsors HT Target etc
 - vii. School Store: through concession stand? Cindy Sinkez will follow
 - f. Reflections: own committee
 - g. Recognition of Excellence Committee: Cindy Samson
 - i. End of year academic awards
 - ii. Teacher recognition
 - iii. Staff recognition
 - h. Communications: website/newsletter/etc need to post
 - i. 8th grade events
 - i. Dance

- ii. End of year cookout (students pay some, we pay security and custodian)
 - j. Hospitality/Refreshments: Debbie will coordinate
 - i. 8/17: chips/water/desserts 65 people
 - ii. 8/20: coffee/bottle water/bagels approx 30 people
- 5. Forms needed
 - a. Want to be in the directory? Send home via students homeroom.
- 6. Office Supplies Needed soon
 - a. Quicken
 - b. Cash box
 - c. Ream of paper
 - d. Office Max discount card
 - e. Envelopes (Dollar Store.)
 - f. Nametags
- 7. Incorporation/Insurance
 - a. Packet coming, try to reach max amount
- 8. Cindy Sinkez contacted additional schools' PTA's asking for start-up funds:
 - a. Brier Creek
 - b. Cedar Fork
 - c. Green Hope ES
 - d. East Cary MS
 - e. West Cary MS
 - f. Reedy Creek MS

The Following is a full description of each committee's responsibility as discussed today.

- Directory
 - This committee will gather permission from parents/guardians to publish a student directory of all students for the use of students and their parents. The permission slip needs to be sent to the lead secretary 2 weeks before the start schools. The information will be gathered during membership drive at the beginning of the school year. The committee will input the requested information and have the directory reproduced onto cd's to be distributed to the PTSA members. Copied can be printed upon request.
 - Budget – cost of cd's, cases and labels, and printing
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- Cultural arts

- This committee will attend the required United Arts Council meetings. They include an introduction and booking fair. This committee will book the required number of performances. They will work with the teacher liaison.
- Budget – LARGE
- Jennifer Mewshaw - Dianne adams, patty valdue, Carla brand
- Reflections
 - This committee will work in accordance to the NCPTA guidelines in order to compete in the NCPTA reflections programs. Members will need to publicize the theme, collect entries, and judge. The members will need to send the winners on to the NCPTA for more judging
 - Budget – none
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- Membership
 - This committee will work in accordance to the NCPTA. They will need to request membership cards, collect money, work with the directory committee to ascertain the pertinent information for the directory and help with distribution. The membership money is due on the 15th of every month to NCPTA. They will need to upload membership information into the NCPTA database.
 - Budget – cost of membership card / envelopes
 - Liz Welsch
- Spirit wear
 - This committee will help create purchase and sell spirit wear. Tee shirts, hoodies, gym shorts, car magnets, gym bags etc. They will use pantone colors PMS268 and PMS123. All items must be preapproved by the PTSA board and the principal of the school.
 - Budget
 - Nancy Meyers and Judy Connors co chair
- Recognition of excellence
 - This committee will order certificates, medals, badges pencils etc. These items will be distributed to the students by their teachers for academic excellence quarterly.
 - Budget - \$1500 for the year
 - This committee will hold appreciation events for the staff and teachers. They can include a small gift/ card on a birthday and lunch for everyone.
 - Budget
 - Cindy Samson
- Communication -newsletter , publicity, website
 - This committee will maintain the MPMS PTSA website. Place information in the newspaper when deemed important and create a newsletter on a regular basis.
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- 8th grade events
 - Dance
 - End of year cookout (prepaid) must pay for security and custodian
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- Fundraising – several committees (possibly 5)
 - No fuss – if we hit our goal of x dollars Donation for name on plaque – different levels of donations get name on plaque - this is really a membership deal and not a fundraiser.
Founding donor -
 - Can ask for matching donations
 - Scrip's
 - Box tops
 - Restaurant sponsor nights
 - School store? Investigate – location!!! me
 - VIC, Target card links