WESTPTSA MEETING
Thursday, April 12, 2018
7-8:30 pm

Attendees: Lina C, Derrick Z, Emily B, Melissa I, Kae D, Missy C, Jamie R, Lynette P, Angie H, Stephanie L.

1. Welcome and introduction. Emily B.
2. Approval of March Minutes.
    a. Motion Lina; Second Derrick. Approved.
3. Treasurer Report. Emily B.
    a. Chad absent – see enclosed report.
    b. Per Chad's points – we're in the same cash position, $2,000 in expenditures but we had Box Tops that offset that, we have reimbursements coming in. What we're targeting the Ice Cream Social proceeds.
    c. Motion: Derrick; Second: Missy. Approved.
4. Membership and Volunteer Updates. Emily B.
    a. No new members, all is looking good.
5. Upcoming Events/Activities Updates. Emily B.
    a. Box Tops and DW receipts.
        i. Continue to be collected. Need to see how they are being spent, need to double check that the items in the storage room are being distributed.
        ii. Laura P. has offered to take over DW.
        iii. Lina C. – DW receipts - there was a check presentation on April 9th at Explorer's Club for $1,000 and it was fun.
        iv. Jamie R – just received $648 from last submission from both schools.
            1. Next collection date is May 18, 2018.
    b. Snack Pantry.
        i. Emily S will continue doing this. Still unsure what Many Hands will do, if they'll take over Discovery, even though we've explained we have it covered.
    c. Ice Cream Social. Melissa I
        i. Will need lots of volunteers, no NHS this year. Coordinators: help oversee these areas, help w/ set up, direct volunteers, help clean up. Needn't be there the whole time: Tickets, Food, and Gym Games
        ii. We got another sponsor - Michelle Lycos, Realtor, $200.
        iii. Overall - 16 sponsors - mostly repeat, some new. Free tickets will go out next week. Ice Cream Social has made - $700; Spent just over $200 on prizes.
        iv. Also need to purchase food items: popcorn, ketchup, mustard, etc.
    d. Parent Info Night. Emily B.
        i. April 19th is the summer camp info night. Michelle did this previously, but we need someone to do this moving forward. No more May info night, given low attendance last year.
    e. Bike to School. Emily B.
        i. Happening May 9. We will allow walking and biking. Amy M is the new coordinator for this.
    f. Teacher/Staff Appreciation. Emily B.
        i. Set for May 23.

g. Misc. Angie H – we have an upcoming fine arts festival on Monday at the High School. 2-5th graders will be signing, Middle and High School band and choir will be there, artwork on display.
h. Misc. – Lynette P – first Wednesday in May – Michigan fitness foundation has given money to take all 1st - 5th graders to Spartan stadium WED May 2nd for a special Aces Event. Kids will leave at 9:15 am to Spartan stadium, event begins at 10 am. MSU athletes and coaches will be there to work with them.
i. Misc. – Lynette P – Received Healthy Action for Kids grant for healthy activities for kids – access to Go Noodle Plus, and a taste test with at least 5 classes. Two menus based on allergies. Next part of the grant is to sit down w/ Discovery health team on guidelines for parents on healthy snacks and party snacks (not rules, just recommendations). May be asking for parent volunteers to help.

6. Communication.
   a. Directories – N/A
   b. Newsletter – Emily B. went out to both buildings, doing well. At least one more in May. Not sure if we'll have a June one. Friends of Williamston Parks supplied an article regarding the Play-a-thon (May 19th).
   c. Social Media – Emily B. all going well.
7. Old Business – Action Items
   a. New Leadership/Open Positions. Emily B.
      i. Officers: Vice President, President, Secretary – we'll have voting at the May meeting. You can email the Williamstonptsa@hotmail.com if you are interested. We need a slate to vote on in May. Chad has agreed to continue as Treasurer.
      ii. We also have the student liaison position open.
      iii. Coordinators: Fun Run Co-Coordinator, Directories, Family Reading Night
         1. Fun Run co-coordinator – Derrick Z agreed to do this.
         2. Kae D – agreed to do Fun Run coordinator next year as well.
   b. Tabled conversation on additional money revenue (Amazon, etc). Emily B.
      i. Reviewed conversation from last meeting (per meeting minutes).
      ii. Did we want to un-table this for discussion? Emily B.
         1. Angie motioned to un-table the discussion, Lynette seconds. Approved.
      iii. Discussion – we would need someone to manage this and we have a hard time finding volunteers, we'd need someone to take this on. Some thought we did need the money, others thought we didn't. Currently, we do have funds in the account that have been allocated, but we are waiting on receipts to be turned in. This would place us in direct competition with some other local nonprofits.
         1. Angie motioned to table this idea for next year, if we need more money, we may re-examine this as a viable option. Stephanie second. Approved.
   c. Kae D – noted we'll probably need more money for mileage club for tokens, etc. Maybe $100 – 150. Per Emily B – just submit your receipts.
8. New Business – Discussion/Presentation. Emily B.
   a. Ballot/slate for officer voting at May Meeting.
   b. By laws will be reviewed in the Fall 2018.
   c. Emily B – we got a request from a 3rd grade teacher for their grade level – (110 students total) – to cover the cost of a field trip to Lake Lansing South (to bring Michigan to life) total amount of $975.
      i. Discussion– this isn't how we've done funding request this year, this is our process for next year. If the PTSA has money we should spend it and not let it

sit there all summer. Would other grades be upset? Want spending to be equitable, as best we can. In the Fall our standing committee will help with these spending requests.

ii. Missy motion to give the 3rd grade the money, Stephanie second. Approved.

9. Adjourn: Next Meeting – May 10, 2018 – Emily B –
    a. Elections
    b. Sponsored Activities for 2018/2019
    c. Bylaws to be done Fall 2018
    d. Motion: Angie, Second Lynette. Approved. 8:02 pm.