

**WESPTSA Meeting Minutes**  
**December 8, 2016**

**Attendees:** Angie H, Yvette T, Lina C, Christine H, Emily B, Michelle E, Ben E, Tala E, Heath P, Kelly C, Lynette P, Chad S, Craig D, Melissa I.

- 1. Welcome and Introductions.** Craig
- 2. Approve/Review November Minutes.** Craig
  - a. Review of minutes tabled till January, lack of hard copies for review.
- 3. Treasurer's Report.** Chad.
  - a. Full report tabled till January, lack of hard copies for review.
- 4. Events/Activities.**
  - a. Holiday Shoppe. Julie C is in charge of this event, Camilla is shadowing. Both absent. Event scheduled for week of December 12.
  - b. Mobile Dentist. Event went fine, though not many kids signed up.
  - c. Parent Info Night. Michelle. Events going well, next one is January 10, 2017. Need someone to begin shadowing Michelle to take over next year.
- 5. Communication.**
  - a. Directories. Michelle. These were completed and distributed today (should be going home with kids this week). Emily B will set up a Dropbox for parents to access the electronic version, which will be safer/private. This year Directories brought in about \$2410 (w/o cost)(cost ran about \$200-300). Last year brought in about \$1600.
  - b. Newsletter. Emily. December newsletter was emailed out via schools.
  - c. Website. Emily. Committee reviewing and submitting recommendations/opinions for district-wide website. Also looking at accompanying App.
- 6. Summer Reading Program.** Emily
  - a. Spent the \$300 on books for the Many Hands Program. Purchased 183 books with that amount. First distribution of books for the Many Hands Program already went out. Now have a stockpile of books. Will come back in March with Summer Program plan.
- 7. Arts Integration Plan.** Angie.
  - a. Discussed detailed 2016-2017 Arts Integration Plan (see handout) for the allocated \$8,000 from the Fun Run.
  - b. Michelle noted that the Board is currently trying to get MSU career professionals to move to Williamston/teach in Williamston regarding the arts. Also noted that the Board recognizes what the PTSA does for the arts.
  - c. Kelly C. asked questions regarding fund distribution as Liz was paid for work completed in the Fall.
- 8. Discussion - City of Williamston Non-Motorized Pathway Plan.** Craig.

- a. Discussed Earl's presentation to the PTSA for the pathway- in general it was determined that this may be too political for the PTSA to endorse and is outside the scope of the organization's mission.
- b. Ben E motioned that the PTSA decline to submit a letter of support for the Non-Motorized Pathways Plan, Chad S second. Motion passed.

**9. Succession Planning.** Craig.

- a. Discussed succession planning; would like to plan a year out. PTSA currently has 78 members, let's try to get more people involved. Ran through Board positions and Event positions.
- b. In general -
  - i. Fun Run - Camilla and Christine
  - ii. Fall Festival - Amy C
  - iii. Holiday Shoppe - Julie C (?)
  - iv. Family Reading Night - Melissa I
  - v. Ice Cream Social - Michelle, Ben
  - vi. Directories - done
  - vii. Box Tops - Jamie and Amy
  - viii. Parent Info Night - ?
  - ix. Used Book Sale - ?
  - x. Flower Sale - Lesley
  - xi. Mileage Club - Monica
  - xii. Chamber Liaison - currently Michelle and Ben, but need to find a replacement. Needs to be a local business owner.
  - xiii. Misc.
    - 1. Wharton - noted this was not a PTSA position, but a school responsibility. PTSA just cuts the check.
    - 2. D and W receipts - Lina to follow up with possible blurb in newspaper.
- c. Board positions -
  - i. President - Emily
  - ii. Vice President - ?
  - iii. Treasurer - Chad
  - iv. Secretary - Melissa
  - v. Student liaison - ?

**10. Teacher Recommendation for Extra Fun Run Money.**

- a. Craig - summarized November discussion regarding what to do with the extra Fun Run money, about \$10,000. Last meeting we voted to set money aside.
- b. Angie H. presented survey results (see enclosed)- what teachers wanted to do with the extra money.
- c. General discussion regarding the funds - what the money should ethically be used for- in advertising Fun Run it was promised that the money would go to Arts and Tech, can't now change that. Discussed needs of the schools - from playground equipment, additional ChromeBooks, water filling stations, etc.

- d. Chad - explained funds were currently available, however, if another event fails to bring in expected amount we will eat into savings.
- e. Chad motioned to take the extra \$10,000 (overage) from the Fun Run and split it evenly between the schools to be spent on arts and/or technology; funds may be utilized now. Lynette second. Motioned passed.

**11. Other items.**

- a. Lynette gave update from Mr. Forrest regarding enrichment activities\_ Wild Swan Theater, live event at Discovery, went very well.
- b. Angie - small playground at Discovery needs updating.
- c. Lynette - discussion regarding school funds/retirement. Craig to follow up on that, recalled getting email from Michigan PTSA about that.
- d. Chad made bold claim to bring in cake next month.

**12. Adjourn.**

- a. Angie moved to adjourn, Lynette second. Meeting adjourned.