

CARROLLTOWNE ELEMENTARY PTA
MEMBERSHIP MEETING MINUTES

October 6, 2011

Call to Order at 7:40 pm

Approval of Minutes from 9/6/11 Membership Meeting. Motion made by Dave Bott and seconded by Michele Geidel to approve minutes. Motion approved.

Treasurer's Report – Lauren Glass: reviewed Profit and Loss Actual vs. Budget July 1 – September 30, 2011 and updated with new information from Membership Committee. Copies of each were available to all attendees. Fun Run raised just over \$15,000.00

President's Report- Mary Ellen O'Neill: We just received the National PTA Quick Reference Guides. The school is accepting donations of Wal-Mart brand wipes and is great need of them. They are under the name of Pure and Gentle. The school nurses are seeking donations for new children's underwear to be provided to students in case of accidents at school or as the need arises. The Book Fair begins on 10/27 and the media center will be transformed. Thank you to the Ways and Means Committee for a great Fun Run.

Vice-President's Report- Megan Graybeal: Mrs. Weideman sent a thank you note for the book donated in her name. Thank you for a great Fun Run.

Secretary – Amy Young: reminded Committee Chairs that she will send an email about 1 week before the PTA meetings to see if they have anything to report and thus need to be on the Agenda for the next PTA meeting.

Principal's Report-Ms. Winner: Thank you for a great Fun Run. Thank you for the t-shirt. Explained that the walls are being painted after school hours – but not in the new wing. The paint and fumes are safe. Painting is done every 10 years. Reported that is has been a great start to the school year for her.

Assistant Principal's Report: Mrs. Showers: Thank you for a great Fun Run. Provided a brief update on field trips for some of the grades.

Teacher Report- Mrs. Griffith: Thanked the PTA for all that they do for the teachers and the school. The kids loved the sunglasses for the Fun Run. She received a request for new blades for the die-cut.

COMMITTEE REPORTS:

Audit Committee: The Audit Committee reviewed the 2010-2011 financial records for the PTA and had the following recommendations(see Committee or Treasurer for copy of full report):

1. ... In the event that the individual requesting reimbursement is also a committee chair or an executive board member, the reimbursement request form should be reviewed and initialed by the treasurer, PTA President or another executive board member (in addition to that individual.)...
2. ...A disbursement form should be attached to all payment, not just limited to individuals reimbursements. We suggest altering the current Request for PTA Funds Reimbursement form so that it can be sued for the following disbursements: reimbursement, invoice payment, withdrawal.....

3.When a cash withdrawal is made for PTA events.... We recommend the following documentation be included with the financial records:
 - a) A disbursement form should accompany the withdrawal receipt or note the check # written
 - b) A verification of the monies in the cash box at the beginning of the event should occur. We suggest altering the current Cash Verification Form by adding a section for the start of the event monies.
 - c) After verification in each section, two individual should sign the Cash Verification form.

Business Products – collecting Coke caps, cardboard fridge pack from Coke; save all box tops – put them in a baggie and send in to school with your child’s name on the bag, Campbell labels for Education; also on Goldfish and Prego. Please sign your grocery cards for Martins, Giant, Safeway and Food Lion. Even if you did it last year, it must be done every year. We came in second place last year to Eldersburg Elementary. We had 162 families sign up at Martins last year. Our goal is to be in 1st place this year.

Carrolltowne Connection: Hoping to have 1st newsletter out in October and would like articles to him by 10/15.

Community Service: The book drive is the end of the book fair. There will be boxes for donated new and used books. Scholastic will match the donation in our One for the books program which is going on at the same time. The West End Senior Center drive is in December.

Hospitality: We had custodial recognition day and they all received Subway gift cards.

Cultural; only 1 survey came back from the teachers; Mr. Bounan asked for Cosmic Adventures which will be on 10/28 for the 5th grade. On 11/11 there will be Native American dancers.

Membership: 50% of our population has joined. Less than 50% of the teachers have joined the PTA.

Miscellaneous Fundraisers: Yankee Candle and Super Fan Fundraiser will be 10/17-10/31. Becks Fundraiser is Mon/Tues Oct 11-12

School Spirit: Christine Wassman is our new chairperson. There is a meeting this Wednesday, 7:30 pm at Panera to discuss events for the year. 10/24-10/28 is spirit week.

Volunteer Trainers: 78 more people trained .Next training at Carrolltowne is 10/24 at 7:00 pm

Ways and Means: Thank you for supporting the Fun Run. Ms. Casey’s class in 1st grade raised the most money of all classes.

Announcements: Remember to register you Martins cards. Chairs please send your articles to Dave Bott for the newsletter,

Motion to adjourn at 8:32 pm by Michelle Rogers. Seconded by Stacy Ellis. Motion approved.

32 adults present at the meeting