

**Reilly Elementary PTA Board
Meeting Minutes**

Date: 9/16/19

Location: Google Meet

Meeting Called to order by: Katherine Nelson, President

Time: 7:36pm

Attended by: Katherin Nelson, William Francis, Grace Dai, Chris Garyet

1. Minutes approved from 8/26/2019

2. Back to School Night and Parent Ambassadors Meeting

- a. Ambassador Meeting
 - i. Not all the ambassadors are on Konstella
 - ii. Grace sent a follow up email to the Ambassadors on how to sign up for Konstella
- b. 6 out of 11 ambassadors attended meeting, Anna stood in for 1st grade M class
- c. Good discussion about the role of the ambassador
- d. Talking points for class presentation provided by Eric H
- e. Membership and T-shirt Pre-orders (85 T-shirts ordered)
 - i. 68 members signed up, last year we had 76 member total
 - ii. Katherine will send a school messenger that will include the link to register for PTA membership.
 - iii. PTA website will be updated 2020, to accomodate for student names and paypal link.

3. Treasurer's Report

- a. Budget approved 9/5 via email
- b. [Financial Report](#) reviewed by Grace.
 - i. Beginning Balance Aug 8/27: \$10,156
 - ii. Revenue this period: \$833, mostly from membership dues & donations
 - iii. Expenses this period: \$131
 - iv. Ending Balance 9/16: \$10,858
- c. Changed fiscal year with IRS to July 1-June 30
- d. [Bylaw Review](#) - [Next step Board Members](#) to review and suggest edits by next Board Meeting, 10/21
 - i. Potential Edits:
 - 1. Pg. 3, Article V, Sec. 2 - Bylaws state local dues are \$5.50, but we charge \$3.50. Do we want to edit the bylaws to reflect that, or do we want to plan to increase our local dues to \$5.50 next year?
 - 2. Pg. 4, Article VI, Sec. 5- Need to appoint parliamentarian
 - 3. Pg. 5, Article VIII, Sec. 1 - We currently hold 2 general meetings a year, though the bylaws state a minimum of 3 (TXPTA requires a minimum of 3). Need to add another general meeting to the calendar.

4. Pg. 5, Article VIII, Sec. 2 - Modify quorum number to a generic "Majority of the present members" instead of the current "Ten (10) members?"

4. Financial Reconciliation

- a. Closing out 2018-19 books
- b. Next Step Katherine will ask members at the General PTA meeting for 3 financial reconciliation committee .

5. Business Sponsorship Committee Report

- a. Brewtorium sponsoring \$1K
- b. T-shirts will be ordered, Kong will match the discount we had last year.

6. Movie Night 9/27 Committee Report

- a. On track for movie night
- b. Peanuts Movie to be screened
- c. Flyer designed; need to make copies for 9/18 Wednesday folders
- d. Mr. Mendez working on the Billboard for hall decor in progress
- e. Grace is waiting to hear from Easy Tiger Linc for food donations.
- f. Next Step William will reach out to East Side Pies to see if they would donate 20 pizzas.

7. Fall Fest 10/25 Committee Report

- a. Co chairs Natasya Ikbal and Katherine Nelson meeting weekly to plan Fall Fest
- b. We've added 3 committee members: Rebecca G, Kristin H. Eva C. and Julio M
- c. Have been working with Chris G to get sponsors for Fall Fest
- d. Teachers have started to sign up for booths and activities
- e. PTA will run Raffle, Tickets and Bouncy Slide all proceeds will go to PTA
- f. Committee looking for food vendors to donate food and sponsors that will pay for tents: Chuy's, Pint House Pizza. Tent \$250 for a tent, would put a logo of the business name on the tent. If we cannot get a tent, may need to add it to the budget. Since we are not doing tacos then it would be enough to cover the tents.
- g. Need to ask for volunteers through Konstella and and at General PTA Meeting
 - i. Katherine will create a task list for the volunteers.
- h. Cynthia would like to borrow snow cone proceeds will go towards Parent Support Specialist.
- i. Grade levels have asked to rent popcorn machine but it would be a parent volunteer. Board feels we should not rent out popcorn to variety of parents.

8. Tamalada

- a. Committee: Cynthia Hinojosa, Irma Rosas
- b. At least 1 more committee member needed

9. Talent Show - NEEDED

- a. Date set for March 6th after the PTA General Meeting/Election Meeting
- b. Next Step Anna ask Sara to update website with Talent Show date/time.

10. Chinese New Year

- a. Gabriela Ponce and Noy Kirby have volunteered

- b. Next Step William will contact CJ Xio, who is connected to a non profit.

11. Field Day - Anna Ye

- a. Need 2 more committee members

12. Multicultural Event - NEEDED

13. General Membership PTA Meeting

- a. Review Agenda (changes/approval)
- b. Leslie Smith presented idea of Reilly working with the Welcome Center at IWC.
 - i. We could add a booth at Fall Fest
 - ii. Extend Fall Fest flyers to IWC families
- c. Next Step Katherine to promote general PTA meeting through school messenger. Include membership form/joinpta.org link in message.
- d. Next Step Grace to update membership form with joinpta.org link and additional payment options. Next Step Katherine to translate any new text to Spanish.

14. Konstella

- a. Need to make sure we have buy-in from all ambassadors (and staff) to add the class parent emails
- b. Send email to PTA members, raffle gift cards to those that sign up next week
- c. Katherine will give the URL at the PTA General Meeting, parents can sign up on their own. Next Step Grace will send URL to Katherine
- d. Feedback from anyone who is currently on Konstella
 - i. Easy to sign up
 - ii. Convenient to get emails and notification even for passive parents.

15. AV Training

- a. Held on Thursday 9/19, led by Mr. Cabrera 3-4pm.

16. Ridgetop PTA has reached out to share resources. Location suggestion is Central Market or something kid friendly. Katherine will finalize date.

17. Final General PTA will be in April/May, Katherine will coordinate with Ms. Saenz.

Action Steps

Katherine

1. Recruit 3 Financial Reconciliation Committee members at the General PTA meeting
2. Promote general PTA meeting through school messenger. Include membership form/joinpta.org link in message.
3. Translate any new text in updated membership form to Spanish.

Grace

1. Send URL for Konstella sign up to Katherine to present at the General PTA meeting
2. Update membership form with joinpta.org link and additional payment options.

William

1. Reach out to East Side Pies to see if they would donate 20 pizzas.
2. Reach out to CJ X. about participating in the Chinese New Year event

Anna

1. Ask Sara to update Talent Show date on website.

All Board Members

1. Review bylaws and suggest edits by next Board Meeting, 10/21.

Meeting Adjourned: 8:32pm

Meeting approved: