



PTA Executive Committee Meeting Minutes

May 10, 2019
1:15 PM – 2:30 PM

- I. Call to Order – 1:15 PM – Angela Howard
- II. Roll Call – Sign-In Sheet – 1:15 PM – Donna Earley
- III. Treasury Report
 - a. Wells Fargo Checking Register Balance – \$182,443.13
 - b. Wells Fargo Savings Register Balance – \$40,049.93
 - c. Wells Fargo Money Market (SWAG Account) - \$9,811.35
 - d. 2018-2019 Business Documents Finalized and will be uploaded to Google Drive.
 - i. MES PTA Certificate of Incorporation (2003)
 - ii. MES PTA Certificate of Reinstatement (2019)
 - iii. Certificate of Insurance
 - iv. '17-'18 Tax Return with Tax ID Number
 - v. ST-5 GA Sales Tax Exemption Form
 - e. **Action Item ALL: All Executive Committee officers continue to go through the final budget and make sure the budget items are aligned with current committee structure and events.**
 - f. **Action Item Brian Conlan: Close out any outstanding membership dues/payments to the Georgia PTA.**
- IV. Administration Report
 - a. Audrey Sofianos thanked everyone for an outstanding year.
- V. VP SWAG Report
 - a. Upcoming Events:
 - i. MES Earth Week 15-19th (Shoe recycling, plastic film recycling, non-toxic cleaning campaign, blackout hour, goat guy at K annex, composting in lunchroom, smoothies on 19th for K and 1).
 - ii. Volunteers found for Earth Day for composting.
 - iii. Doc Chey's dine out 13th-20th – must mention you are there for MES and they give 25% back to SWAG.
 - iv. Field Day May 17th
 - b. Open SWAG positions 2019-2020:
 - i. Jr. SWAG co-chairs
 - ii. Earth Week co-chairs
 - iii. Garden chair – is this needed with the Wylde center helping to take charge?
- VI. VP Enrichment Report



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- a. Thanked everyone for support throughout the year.
- VII. VP Communication Report – no report
- VIII. VP Fundraising Report
 - a. Setting dates for next year’s events already – Halloween Carnival and Boosterthon.
- IX. VP Operations Report
 - a. Thanked everyone for their support.
- X. New Business
 - a. PTA Executive Committee Transition
 - i. **ALL - Before the next Executive Meeting and clean up your folders on the Google Drive:**
 - 1. Be sure all your documents are uploaded to the relevant folder.
 - 2. Feel free to reorganize and consolidate as well.
 - ii. **VPs - Provide post-program analysis form to your committee chairs**
 - iii. **ALL - Create a Knowledge Transfer Document for your incoming officer.**
Include items such as:
 - 1. Things I wish I knew tips
 - 2. Handbook/guidelines sheet with a timeline for relevant deadlines.
 - b. PTA Calendar - Some dates have been determined.
 - i. Brian Baron to set up meetings with the new VPs to set the calendar
 - ii. Brian Conlan to determine how much revenue we generate from Boxtops.
 - c. General Meeting Agenda
 - i. Present auditor first 15 minutes
 - ii. Vote on new officer slate
 - iii. Boxtops to Beta Club
 - iv. Vote on Composting Initiative
 - v. Media Center slide deck to close out meeting
- XI. Action Items from 04/12/19:
 - a. **Action Item ALL: All Executive Committee officers must go through the final budget and make sure the budget items are aligned with current committee structure and events. Must be done before the next Exec meeting.**
 - b. **Action Item Brian Conlan: Close out any outstanding membership dues/payments to the Georgia PTA.**
 - c. **ALL - Clean up your folders on the Google Drive:**
 - i. Be sure all your documents are uploaded to the relevant folder.
 - ii. Feel free to reorganize and consolidate as well.
 - d. **VPs - Provide post-program analysis form to your committee chairs**



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- e. **ALL - Create a Knowledge Transfer Document for your incoming officer. Include items such as:**
 - i. Things I wish I knew tips
 - ii. Handbook/guidelines sheet with a timeline for relevant deadlines.
- f. **Brian Conlan to determine how much revenue we generate from Boxtops.**

Minutes approved at Executive
Committee meeting on 8.28.19

A handwritten signature in blue ink, appearing to read 'Matthew Fox', with a small arrow pointing to the right above the end of the signature.

MATTHEW FOX
PTA SECRETARY