

Manual PTSA Summer Meeting
July 24, 2012
at the home of Maria Sorolis

ATTENDING: Maria Sorolis, Lynn Wilbar, Teresa Mader, Renay Adkins, Missy Wislocki, Kim Wells, Kathy Doughten, Jennifer Callega, Valerie King, Kelly Higdon, Pinky Jackson, Diane Fowler, Caryl Conklin, Laurie Grimes

Welcome and Introductions – 2011-12 and 2012-13 Board members introduced themselves and we shared a lovely potluck dinner together. Thank you, Maria for your hospitality! Kathy Doughten, Historian Emeritus, offered to be available if needed now that she is an empty nester.

PRESIDENT'S REPORT

- ^ This is Kelly Higdon's last year on the Board and we need to find her successor now so that person can get acquainted before her/his term begins.
- ^ Kelly will be working, homeschooling her 2 youngest children, and taking courses this year.
- ^ TEXT Kelly Higdon at 724-1748 if you send her an email
- ^ At the recent PTA conference, Kelly learned many things and will be sharing them with us
 - o one priority is for us all to go to PTA.org and take the e-course on Parliamentary procedure so that our meetings run well.
 - o The President must step out of facilitating the meeting when a topic that she feels strongly about comes up, so we need our VP's to be ready to preside
 - o a suggestion was made to have one of the Board members act in the role of Parliamentarian each meeting
- ^ Lynn Wilbar will send Kelly the contact info for Jane Roth, our new CAP chairperson
- ^ PTSA packet will be emailed to us in order to work towards going paperless. KY PTA is going digital and so are we.
- ^ Volunteers are needed for PTSA membership booth and spirit wear sales at registration – watch for SignUp Genius
 - o Jennifer, Renay, and Kelly will create one form for sponsorships, volunteers, and contact info/email addresses for parents
 - o we want to use clipboards again and work the lines to get more people signed up
 - o PTSA memberships are included in the fee schedule
 - o We want to encourage all families to make a donation – a sponsorship of the programs that the PTSA produces/co-produces
- ^ **DECISION:** “PTSA sponsored” logo will go on all communications/displays for all events (such as CAP, Red/White week, Project Graduation) we sponsor/ co-sponsor so that folks see what we do and why we need their support.
- ^ **TASK:** Kelly H. will ask Zach Higdon if the person who designed the IFManual logo might do the same for the PTSA sponsorship logo
- ^ **TASK:** _____ update our trifold poster board
 - o A suggestion was made to have a marketing piece created by each magnet that reflects that magnets' strengths.
- ^ **TASK:** _____ follow up on this suggestion

- ⤴ **TASK** :each committee chair should have their event marketed/tagged with PTSA logo
- ⤴ **CAP – Clothing Assistance Program – Kelly Higdon**
 - ⤴ August 21 is our first day to work it. That is the first day of school.
 - ⤴ **TASK:** Kelly will contact chairperson Jane Roth per volunteers

COMMUNICATIONS – Kelly Higdon

- ⤴ **TASK:** everyone please change the subject line of your emails as needed to accurately reflect the content
- ⤴ **TASK:** everyone please ensure you are sending your email the people who need it

MEETINGS – Kelly Higdon

- ⤴ **DECISION:** We will meet on the 3rd Monday of the month at 8:30am. We will also hold 2 general membership meetings, which are generally in the evenings at Open House and on College 101 night. We will also hold 2 socials that are not on weekday mornings so that those who cannot attend our Mondays might join us.
- ⤴ Agenda in advance will strive for an hour meeting. Deeper discussions and committee type work will be “parked in the parking lot” for discussion after the meeting adjourns so that those who need to leave at 9:30am may.

SPIRIT WEAR

- ⤴ Missy has made arrangements with All Pro Championships to do our online sales.
 - we will get 85% of sales
 - 6% sales tax will be charged
 - items ordered will be shipped to school with customer's name
 - All-Pro will also ship to PTSA for special event sales
 - option 1 is that sales would be open all the time
 - option 2 is that sales would only be open prior to holidays, school events, etc
- ⤴ Bookstore use arrangements for the 2012-13 school year need to be decided upon
 - we are on a year to year basis for now
 - it has been requested that we rent the bookstore for spirit wear sales to offset the funds not made by staff now that they have sold out of their spirit wear
 - KY PTA has advised us against this

We DO want:

- ⤴ Athletic spirit wear link to be on the athletic page of the Manual website
- ⤴ PTSA spirit wear link to be on the PTSA page of the Manual website
- ⤴ to use the bookstore space at no charge, since all money raised is donated back to the school
- ⤴ to have good (visible/accessible, lit) space on campus (hallway, etc.) to sell at special events
- ⤴ if bookstore without charge cannot happen, then we will have our spirit wear delivered to the school and then returned back to the warehouse after the vent

DECISION: the ad hoc committee, led by Missy Wislocki and Kelly Higdon, will meet with admin and come up with an agreement that is for this year only, which it has to be because our Board changes every year. It will include the written boundaries of all parties, and the PTSA Board must sign off on it.

DISCUSSION was had per best ways to raise money in order to meet our budget and serve all students as well as parents, alumni, teachers, staff

- ^ Fundraiser mentioned were candles, Manual water bottles, etc
- ^ Sponsorship dollars, rather than merchandise, was suggested
- ^ Do we want to continue to sell spirit wear?
 - o Many Manual sports teams, clubs, etc sell it during seasons.
 - o Is it profitable enough (the understanding is that it will not be if we pay \$6,000 to rent bookstore, but it could be if, in exchange for that rent, an admin staff person works in the bookstore 2 days a week
- ^ An example of the Ballard bookstore, which is run by the bookkeeper, and seems to be profitable and a great service to their community, was discussed
 - o is bookstore being open necessary for kids who pay cash, who do not have computers,etc
 - o will we again be asked to sell the sprite wear of the athletic dept and then have all the money go to athletics only?
 - o The St. X bookstore is open 9-12 Mon-Thu
- ^ Concentrating on sponsorships and Partners for Excellence was suggested
- ^ We need to develop a fundraiser policy in the future
- ^ Kelly took a grant writing course for 501C3's and feels we need to apply for grants
- ^ charitable gaming was discuss as a possibility.
 - o Bingo
 - o mass Bunco

PARTNERS IN EXCELLENCE – Maria Sorolis

- Football doesn't want concrete tables

TASK: Maria is seek community volunteers, school staff, JCPS staff to remove the table so new ones can be installed

NEWSLETTER – Teresa Mader

- ^ newsletter will only be as good as the content we submit to teresamader@win.net
- ^ small one this week with only orientation/registration dates, concrete table help needed, and volunteer form
- ^ submit info for first newsletter by July 25, 2012.
- ^ next one will be distributed on 8-12-12. **Deadline to submit content is 8/10/12**

Respectfully submitted,
Pinky Jackson
8/11/12