LTE PTA EXEC Meeting Minutes

January 27, 2015 Science Lab room 116

The executive board met at LTE and was called to order at 8:35am. The following members were present: Janene, Onie, Constanza, Brittan, Kerri, Linda, Joanna, Alysia, Carry, Melisa, Rebecka, Carry

Welcome 1 min

Confirm Quorum (8 voting members) – Shelly Penner 1 min

Approve: 2 min

 Motion required to approve the minutes of the LTE PTA Executive

Board Meetings held on October 28, 2014 and November 18, 2014.

Minutes are posted online.

 Motion – Onie

 Second - Constanza

Committee/Officers Report

**Parliamentarian – Shelly Penner**  0 min

 **Programs – Carry Suh** 1 min

1. The next general meeting is on February 10th and 2nd grade performs.
2. Talent Show Update

Auditions Feb 4th/5th

Dress Rehearsal Feb 25th

Show Feb 27th

1. OLWEUS – any updates? NO

**Booster – Carry Goldsmith**  5 min

1. Operations update for December and January
	1. Spirit Wear
	2. School Store

**Fundraising VP – Linda Briscoe**  5 min

**Formal 2014-2015 Fundraisers:**

1. **Fun Run - Sent $450 check**
2. **Spring Carnival and Silent Auction** (Brittan Chepak will report) Sell drinks, cake walk Under $7000 in donations, Alison Blake – Baskets, H.S. volunteers

**Ongoing Fundraisers:**

1. Spirit Nights – Chair, Amy Offield Proceeds Earned
2. September – Chick-fil-A $110.51
3. October – P. Terry’s (combined on Jan check)
4. November – Chick-fil-A on 11-13 $200.22
5. December – All Star Burger on 12-3 – will send check soon.
6. January – P. Terry’s on 1-14 $893.00
7. February – Chick-fil-A on 2-18
8. March – Mangieris on 3-24
9. April – Chick-fil-A on 4-15
10. May – All Star Burger on 5-20
11. **Box Tops – Myra Agis**

Raised $629.40 in the first batch

Next deadline – 20 February 2014

1. **Randall’s Good Neighbor Program**

Received a check for 4th QTR 2014 in the amount of $83.04

**Spring Carnival and Silent Auction – Brittan Chepak 10 min.**

**Sponsorship donations have begun. Please let Brittan or Janene know if you have someone who might be interested in being a sponsor.**

**Silent Auction items are also being collected. Each board member is asked to solicit for silent auction items.**

**All board members are needed on April 11th to collect money. Please let Brittan and Janene know ASAP if you have a conflict. We need to be sure to have enough coverage the entire time.**

**Volunteer Chair – Constanze Hietkoetter**  5 min.

1. December volunteer hours: 797
2. Total Hours YTD (12/31/2014): 6,345
3. Volunteers of the Month
	1. May -
	2. April – Karla Gailey
	3. March – Adrienne Booth
	Motion – Constanza 2nd – Brittan Vote Passes
	4. February – Jennifer Forke
	5. January – Norma Castillo
	6. December – Matt Garcia
	7. November – Tiffany Kerr
	8. October – Sergio Guerrero
	9. September – Jennifer Wright
		1. Nominations for future months
			1. Adrienne Booth (suggest in Nov mtg/209 volunteer hrs/never VOM
			2. Karla Gailey (school store, plus)
4. Staff of the Month
	1. May
	2. April - Dann
	3. March – Trevino
	Motion – Constanza 2nd Carry Suh Vote Passes
	4. February – Aron Forgey, Art
	5. January – Matt Bowers, Music
	6. December – Tina Pena, PA
	7. November – Elizabeth Cardle, Receptionist
	8. October – Kim Wood, Librarian
	9. September – Alicia Martinez Duran, Assistant Principal
		1. Nominations for future months
			1. Carla Trevino, 1st grade (suggested in November mtg)
5. Best Club Members – thru end of December 2014
	1. Karla Gailey
	2. Hortencia Vargas-Castro
	3. Tiffany Kerr
	4. Laura Guerrero
	5. Jennifer Forke
	6. Norma Castillo-Vega
	7. Constanze Heitkoetter
	8. Oneida Gonzalez
	9. Carry Goldsmith
	10. Linda Briscoe
	11. Adrienne Booth
	12. Alison Blake
	13. Janene Angulo

**Secretary – Oneida Gonzalez** 0 min

**Treasurer – Wendy Martinez** 15 min

1. Financial Report
	1. Previous Balance
	2. December Income
	3. January Income
	4. December Expenses
	5. January Expenses
	6. Current Bank Balance
2. Reminder: Please take your time when counting money and completing the Itemized Receipt Form. There have been various differences in the amount recorded on the itemized receipt form and the final deposit receipt from the bank. Usually these mistakes are all less than $1 but this will raise questions during the yearly financial reconciliation. Please remind anyone who handles money.

**Membership VP – Laura Guerrero** 5 min

1. Current members total – 325
2. Do we want to do a Spring Membership Drive?

**Communications – Alysia Transou/Paloma Rodriguez-Valencia** 2 min

1. Website - any files that you have created or used this year need to be put in the file section of the website. If you have never done this, directions are in the first box “Website Instructions” on the file page.

**Health and Welfare – Rebecca Gunn** 1 min

 Career Day – Details TBD

**Hospitality – Joanna Hess** 2 min

1. February Coffee with the Principal – Date \_\_\_\_?

 Salsa Contest Feb 17th

1. March 10th Fruit and Veggie Bar
2. April 17th Dessert Bar
3. May Teacher Appreciation lunch
4. June End of Year party

**Teacher Liaison – Kerri Newton** 1 min

**Principal – Angela Frankhouser** 15 min

 Brittan makes a motion to approve $400 for program positive enforcement,
 Onie 2nds, Vote Passes

**President’s Report - Janene Angulo**  15 min

1. Nominating Committee
	1. Candidates for the nominating committee

Janene makes motion for Jennifer Forke and Adrrenne Booth to be the nomination committee. Laura Guerrero 2nds.

VotePasses

* 1. Announce Committee – February
	2. Slate of 2014-15 Officers – March
	3. Election of 2014-15 Officers – April
	4. Installation of 2014-15 Officers – May
1. Status for the board next year. The following are open positions, so please start thinking of people who can fill these:
	1. VP Fundraising
	2. VP Membership
	3. Secretary
	4. Treasurer
	5. Parliamentarian
	6. Carnival Chair

Adjourn Meeting

The meeting was adjourned at 10:37 am

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Signature of Secretary

Oneida Gonzalez

Next General Membership Meeting – **February 10th at 6:00 pm**

Next Exec Board Meeting – **February 24th at 8:30 am**