

**Athey Creek Middle School PTSA**  
**Executive & Chair Meeting**  
**Wednesday, August 15, 2018 at 7 p.m.**

Held  
Tracy Gilday's House  
1341 Stonehaven Dr.  
West Linn, OR 97068

**Call to Order** *(Tracy Gilday)*

President Tracy Gilday called the meeting to order at 7:19 p.m. and thanked everyone for coming - introductions were done (see sign-in sheet).

**Board Reports**

**President's Report** *(Tracy Gilday)*

- PTSA will meet on the 2nd Wednesday of every month. The executive meeting will begin at 8:30 am. The General meeting will begin at 9:30 a.m. Joyce Liden, Athey Creek Office Manager, has already given approval of the time slot. These dates and time will be for the whole year with the exception of the month of June. The last PTSA meeting of the school year is scheduled for June 5, 2019.
- The PTSA meeting information has already been added to the school website. Parents should now be able to sync the PTSA calendar information to their personal calendars.
- Review of policy that a person can only hold one position at a time. Short discussion occurred and it was suggested that more volunteers be approached during the first general meeting as large numbers of parents are expected to be present. There may be no need to change the policy if volunteer outreach is increased. Topic was tabled for a future meeting to see if positions are able to be filled without a policy change.
- Annual goal of creating a better resource guide for all future PTSA board and chair positions. Each executive member was asked to provide a description of their position to incorporate into such a guide.
- Looking at new and better ways to communicate with parents through: Listserve, Website, Facebook, and Instagram. Athey PTSA does not currently have an instagram account. It was suggested that one be created.
- President's report interrupted so that committee reports could be given.

**Committee Reports**

**Student Store** *(Kim Jordan)*

- The September volunteer schedule for the store is nearly full. All information pertaining to store volunteers are on a google doc. Kim is already working with Joyce Liden on the store schedule.
- It was suggested that a flyer be provided to remind parents of the opportunity to volunteer in the store and that students should bring smaller bills to purchase items.
- The store will open of September 5, 2018.

### **Turning Point** (*Clarissa Aoyama and Amy Evertz*)

- The girls turning point will be held on September 25, 2018. The boys turning point will be on September 27, 2018. It is believed that there are 279 incoming 6th graders. It is expected that about 200 of those 6th graders will attend the event. A male speaker is still being sought. Parent volunteers for the event are still being sought. Two parents per station are needed per event day.

## **Board Reports Continued**

### **President's Report Continued** (*Tracy Gilday*)

- The PTSA website has been updated so that it can now process credit card payments of membership fees. There is a \$1.25 convenience fee charged to credit card users to cover the credit card processing fee.
- The membership competition pizza party was changed to an ice cream party. Kim Jordan was asked to contact Cash & Carry to see if it was possible to pre-order the ice cream.
- Marketing of the PTSA: Tracy ordered 188 pens with Athey PTSA information on them for the membership drive. The leftover pens may be sold in the Student Store pending approval of Joel Sebastian (school Principal).
- Positions still need to be filled. The PTSA is still in need of an 8th Grade Celebration Coordinator and a No Cost Fundraiser Coordinator.
- Membership goal for the year is 200 people or more.
- Garage sale: In the past the garage sale has made between \$15,000 and \$19,000. Should the garage sale be replaced with a different type of fundraising event? A discussion occurred. The idea of hiring a person or vendor to run the event also occurred. No decision was made.

### **Treasurer's Report** (*Sara Sehgal*)

- Preliminary review of the books suggest that the last two years of PTSA allocations have gone over budget. Reserves are being used to cover allocations. It was suggested that an executive board meeting should be scheduled to review the findings.

### **Membership Report** (*Patti Caveney*)

- Back to school envelopes are ordered with an estimated delivery date of August 23, 2018. Approximately 8 people are needed for envelope stuffing. There are

approximately 700 envelopes that need to be stuffed. The envelope stuffing will occur on Friday, August 24, 2018 at 2 p.m. The tentative location for the envelope stuffing is Athey Creek Middle School.

**President's Report Continued** (*Tracy Gilday*)

- Spirit wear: The spirit wear coordinator could not make it to the meeting. A flyer was shown and it was questioned whether it should be distributed in color or black and white. No formal decision was made.
- An envelope table of contents page was discussed and it was agreed that the addition was a good idea.
- A review of the materials / flyers that is to be placed in the envelope occurred.
- Parent education was addressed. Inviting a brain development speaker was suggested.
- A discussion of TASA was left till the next meeting.
- An email will be sent out confirming the back to school envelope stuffing day, time, and location.

**Adjourn**

With no further discussion, the meeting was adjourned by Tracy Gilday at 9:02 p.m.

Attachment A: Sign-in sheet

Date Minutes Approved: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_