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## 02/16 PTA Meeting Minutes

Heather (president): Recap of recent activities

- Holiday shop. Successful, fun event, we don't make money off it. It used to be a flea market but it was difficult to manage.
- Pie sale, run by Michele Ditto from Germany and Lori. Small, fun, and successful.
- Our first annual campaign: A letter with what the PTA plans to support was emailed out and posted. So far, we have raised more than \$6,000 from parents, community, company matches. Successful.

Tom: treasurer report

- We completed our audit for last year, PA PTA accepted it.
- Balance on our checking account at the end of July, 2021 was around \$25K, as of today \$33K
- We have some outstanding expenditures, including paying Linvilla for the pie sale (they lost their check)

Heather: QVNA grants

- We have applied for multiple grants from QVNA, we pay upfront and they reimburse us.
- We purchased the first round of middle school lockers. The cost (\$1,000) will also be reimbursed by QVNA grant. Planning to get more lockers.

Heather and Tom: School library.

- Nebinger didn't have a library. Bruce and Debbie, two retirees who volunteer with the school, helped create one. Debbie writes our grants for us and Bruce has set up the library.
- We had a functional library on the 4th floor for a year or two, before the pandemic started. When students came back, the room was needed for classroom space, so the library was moved to a smaller space on the first floor. It's being reorganized.
- Some books were borrowed in 2020 pre-pandemic and didn't come back. We are replacing them now and adding more.

- We bought 267 books and spent almost \$4K. The expense will be reimbursed through a QVNA grant.
- Bruce needs help reorganizing the library in the new space. Needs volunteers to sign up for a few hours.

#### Heather: Spring fundraiser

- We did our first one in 2019 and raised \$23K. It was a big, fun, low-key party. We kept the cost very low (less than \$2K), food and drinks were donated, we had some sponsors, and a lot of parents who work in the restaurant industry were able to help. All the money went back to the school
- With the money raised, we updated the auditorium: big screen, sound system, and curtains (these need to be completed).
- This year we are having the fundraiser at Bok on April 2. Tickets include food and drinks. The money raised will be used to support programming, including before and after care.
- We've been getting some donations for the auction, food and drinks, but we definitely don't have enough yet.
- We have a great host (famous Philly rapper)
- We need volunteers to help set up and sponsors (last year: realtors, developers, orthodontists)
- We encourage people to buy extra tickets for the teachers and staff who want to come.
- Food: Casual bar food. Heather F's husband owns a restaurant, he is willing to donate. Some of our connections have moved away. Heather reached out to a couple of Mexican places who have kids in the school. Parents are encouraged to reach out to restaurants or other food businesses they have relationships with. We can accept food but also gift cards. The PTA can guide parents on how to approach potential sponsors, we have a sponsorship form that can be used when soliciting donations.
- Service: Heather F. is available to be a point of contact for servers/bartenders. She could be able to find bartenders that are willing to donate their time but it's not always feasible. Bok has stricter requirements: Per the contract, we are allowed to bring our own alcohol but we need a TIPS-certified bartender, so it's probably best to hire a professional bartender. Heather F. and her husband are both certified.
- Alcohol: we need donations. Will do a wine pull. For beer, we have a connection with Yards, Heather F. has a connection with Brewery Ars.

#### Heather: Overview of fundraising activities.

- Fall event (designer bag event, quizzo). Decent amount of work but fun and raises money;
- Spring auction event, more work but more money raised;
- Pie sale

#### Heather: Board elections

- Heather and Michele (vice president) are well past the time limit.
- Silvia is interim secretary because Lori left
- Need new volunteers to run for the board positions
- Tom (treasurer) is able to run again
- Heather F. is available in any capacity, though her expertise is accounting
- The minimum requirement is president, secretary and treasurer
- Principal Townsend was able to recruit a handful of teachers to organize a lot of the activities the PTA used to do, so being on the board will require a lower time commitment for volunteers.
- A newsletter went out a few weeks ago with a call for volunteers. Silvia will work on another one to send out soon with more information.

Heather: The teachers have been planning the activities and are just asking the PTA to find volunteers to help. There is a list with the activities they need volunteers for: Book fair, talent show (tryouts and actual night, May 26), field day at Sacks playground. A sign up link will be shared in the next newsletter.

Minutes prepared by Silvia Licciulli, interim PTA Secretary