**Forest Ridge PTA Board Meeting**

**August 1, 2019**

**Present:** Lisa Vanderwall, Arlene Olson, Tracy Zerinskas, Regina Ali, Dawn Omiecinski, Martina Bemis, Adam Wimunc, Megan Maney, Amanda Guerrero, Nichole Lies

The meeting was called to Order at pm 7:00 by President, Tracy Zerinskas.

**Executive Committee**

1. **President’s Business**
   * 1. Introduction of everyone (name, school, kids, how long in PTA)
        1. Arlene – Program Chairperson(?)
        2. Amanda – Oak Forest HS, 7th grader at Hille, 6th grade home school and preschool at Ridge, Co-Treasurer
        3. Dawn – 1 in Foster, VP
        4. Lisa – 1 at Hille, Interim Kerkstra Mentor (VP)
        5. Martina – 3rd in Foster, and 1 in pre-school at Park District, Co-VP
        6. Adam – 4th grade at Foster, VP of Foster
        7. Megan – Kindergarten at Ridge, 2nd grader in Kerkstra, Arts Chair
        8. Regina – 4th grader in Foster, Secretary
        9. Nicole – 1st at Kerkstra and 2nd year preschool, VP in Ridge
        10. Tracy – 2 at Foster, President
     2. Emails/Facebook – emails made for President, VP, Treasurer and Secretary. They will be sent out to everyone.
        1. Scams/emails – No one on our Board will ever send an email out for money or gift cards for a specific person.
        2. Group Me App – Lisa suggested that this App would work well for the Board Members. We will try this and see how it goes.
     3. Calendar Options – 2 companies we are looking at. Will get another quote from a 3rd company. If we lay out the calendar, we will save a little more. Price is only of having the calendar printed. The more work we do, the cheaper it will be. Turnaround time is 5 to 7 days. We do not have the quote yet for the printing company that the School District uses. Around $4 or $5 per calendar. Solution 3 is a little cheaper. We had 275 members last year. All agreed to order 300. Spiral is a little bit more than the staples. All agree not to use One Step company. Amanda will ask Melissa for the calendar template.
        1. Everyone ok with what we sent out (dates/times/location/wording)
        2. Calendar of events – 1 page document w/PTA events to send out
        3. Company options of who to go with printing – All agreed to use Solutions 3 with spirals unless the 3rd company comes back cheaper.
     4. Membership
        1. Charge – We should leave the charge at $10. Use surplus to help cover the cost of calendar. In person $10 and online $12. The $12 also helps cover the credit card charge.
        2. Collection Forms – New membership form created with why join the PTA. Do a table at Ridge for meet and greet. Will also do open house.
        3. Member Hub – VPs at each school will collect the forms and give to Tracy and Dawn to enter into Member Hub.
        4. Why join the PTA letter (Megan made)
     5. Open House
        1. Teacher Institute – 8/26 @ 7:30 @ Hille…3 to 4 people there and kids welcoming staff back.
        2. Ridge – 8/26 Pre-K @ 4:30 and K @ 5pm to 6pm
        3. Kerkstra – 8/26 6:30 – 7:45
           1. Still in need of 2 V.Ps.
        4. Foster – 8/26 6:30 – 7:45
        5. Hille – 9/4 6:30 – 7:45
        6. Take Cash/Check/Credit Card, clipboards (at Kerkstra), cash boxes (will put in request with Amanda), pens, membership forms, tables, tablecloths, check stamp, anything else that you think can help you that day.
        7. Will sell calendars for $5 at Open House at well
        8. Create a Tri-Fold of PTA stuff.
        9. Amanda will request Square readers from Square. If we can get 4, that would be ideal.
     6. By Laws – Need a committee for review and any changes
        1. Meet & present by October Meeting – Need to update these. We will need a committee together and would want them presented at October meeting. Megan, Amanda and Martina said they will help.
     7. Meet & Greet w/Teachers & Staff
        1. Introduction – For VPs. Have a 20-30 minute with teachers as an introduction. Set expectations. Bring a snack. Did this within the first few weeks of school starting and did it after school. Nice way to introduce yourself. Passed out the favorite things form at this point.
        2. These are a few of my favorite things forms (do we want to keep or change it up) – keep form because everyone likes it.
        3. Why join the PTA
     8. Meet with Principals
        1. Open House – talk to Principals about this. Tell them that you want a table.
        2. Picture Day – Schools like to have help from PTA for this. 2 or 3 people.
        3. Monthly meetings with them – go over what’s coming up. Set up a meeting to introduce themselves.
     9. Book Fair
        1. Meeting w/Mary Beth @ Scholastic (9/26 @ 3:30 possibly) – Rolling out a new computer system. You will be able to buy a gift card online.
        2. Dates for each school
     10. Dine-Outs
         1. Just putting tentative dates and no names
         2. Where else we want to have them – Haunted Hayrides in October, 5 Below in March. Just Shrimp and Just Chicken (Adam will check into this).
     11. Website – Partially up and going. Amazon Smile is on there. Will put the craft fair on this.
     12. Amazon Smile & Food 4 Less – Will still keep doing these programs. Send out an email or flier to notify people.
     13. Sign up Genius (Family Fun Night, Summer Bash) – Will use this for Summer Bash and Family Fun Night for volunteers.
     14. Teacher Grants (are we still going with it & any changes) – Need to be a PTA member. Take the word “mini” out of it.
     15. Teacher & Staff Lunches – apply @ Meijer’s for a gift card. Need to use the school tax id. If we need it for something else, we can use the PTA one.
     16. Art is Smart – know anyone who’s interested – Larry is done.
2. **Treasurer’s Report**
   * 1. Treasure’s Policy & Procedure – Amanda has been writing policies and procedures (book fair, cash box return)
     2. Bank – want to switch from First Midwest. Should use a bank in Oak Forest. Will vote on it in the first meeting.
     3. Tax Exempt – Our letter expires 9/1/19. Need a completed tax return submitted to the state by then. It is in the works.
     4. Budget Overview – Amanda went over this. When you are chairing a committee, you need to stay in the budget and there needs to be a Board vote. Can we have a concession budget since it is all shared?
     5. Audit – Nicole, Meghan – needs to be done as soon as possible
     6. Budget committee (Meeting 8/8 @ 10:30) – Amanda, Dawn, Tracy, Martina
3. **School Vice President’s Reports**
   1. Go over format on report – read what is on the calendar, go over what is happening,
      1. Ridge Early Childhood Center
      2. G. Kerkstra Elementary School
      3. Lee R. Foster Elementary School
      4. Jack Hille Middle School
4. **Ways & Means – Arlene heading this.**
   1. Shirts – Megan doing these again
   2. 9/8 Roller Skating – Lisa – Lisa will ask for this day.
   3. 9/18 Dine Out (Oberweis)
   4. 10/5 Craft & Vendor Fair – Kristine could call around to Fire Departments. Park District. City Hall. Get a bin to store yard signs.
   5. 10/25 BOO-ingo
      1. Donation for pre-approved item for Backpack Program
      2. Big Run Wolf Ranch?
      3. We can do Truck or Treat
   6. Haunted Hayride @ Forest View Farms - Dawn
      1. Donation for pre-approved item for Backpack Program
      2. Big Run Wolf Ranch?
5. **New Business**

Science guy???

Respectfully Submitted by Regina Tarchala