

GALWAY PTSA MEETING MINUTES

DATE: October 11, 2023

LOCATION: Public Library, Galway, NY

CALL TO ORDER: Kara Reed – call to order at 6:33pm

Additional officers in attendance: Trisha Hopper (VP); Amber Eaton (Treasurer); Becky DiCaprio (Secretary)

Total # of Attendees: 12 (inclusive of officers and 3 virtual attendees)

AGENDA:

- Approval of September minutes (posted to website)
 - Motion to Approve: Trisha Hopper; second the motion: Andrea Carroll; Approved
- Treasurer's Financial Updates:
 - Monthly Treasurer's Report:
 - First 2 pages is September activity; second 2 pages is remainder; minimal activity – donations and memberships, bank interest, outgoing for bookfair, etc.
 - Awaiting spirit wear invoice from the company; that money will be going back out.
 - Coin Drive: \$2870; all goes back to classrooms to buy books with Scholastic Dollars
 - Winning classes: Dunbar; Best; Remscheid (Grade 5)
 - Will receive pizza parties – may work with the Dug Out, as Viki's moved.
 - Monthly Audit: Trisha has September audit
- Dance Program
 - Contract is in hand – requires Kara and Gretchen and Hilary's signature
 - Classes are moving right along; only 7 classes until recital
 - Next year, need paper flyer to go home; folks still missed the registration deadline.
- New Business:
 - Food Drive – planning Jan/Feb as a "Souper-Bowl Drive"
 - Nadine – who runs the backpack program will be running a toiletry drive in November
 - Contest by grade; contest by volume
 - Prizes: TBD
 - Will do outreach to PTSA parents for assistance
 - PTSA Membership Drive Contest
 - Apple Cider/Donut party for class that has the most parent/guardian memberships
 - Set the dates of the school year – if this year, count existing memberships, if next year, set date parameters – will hold next school year given current-year membership volume is good.
 - Spring Dances: dance team will chair again in May/June
 - Mrs. Luft is supportive
 - Yearbook signing party: TBD on dates/times – dependent upon when yearbooks typically arrive (~1st week of June) – perhaps 2: one during school for ES, and 1 for HS after school.
 - Think about ways to ensure students who weren't able-to/decided-not-to purchase a yearbook we have something prepared for them; Mrs. Luft has money in the office budget. (As we get closer, inventory # of orders v. students, and perhaps Mrs. Luft could order extra; perhaps considering buying it as a moving-up gift?)

- Ongoing Business:
 - Fundraisers for 2023-2024:
 - Catalog fundraiser:
 - Extended to F 10/13
 - Distribution Plan: Tell parents the default will be to be sent home with children
 - Craft language around distribution plan for Mrs. Luft's email (what is the week of distribution)
 - Plan for a few volunteers day-of to help get packages to cars/busses
 - If you ordered a lot: come during pickup window (us to set: send a signup genius)
 - Mrs. Luft is willing to hold stuff in the office for pickup if need be
 - For cookie dough, email Amy T and cc Mrs. Luft to coordinate space in the freezer.
 - Holiday Gift Shop 12/6-12/8
 - Need cardstock for Heather Berlin for an ornament contest which will be used to decorate the room.
 - Paul at C&H will send more inventory early to ensure classes have options
 - Ask Paul if we'll get an inventory list/options for inventory with costs so parents can understand what to expect
 - Rework letter from last year
 - Shopping list should have names as they'd want the gift tags to read
 - Sign-up Genius will go out asking for volunteers as we get closer, as will more information about the shop itself.
 - Will need to ask for supply donations before Thanksgiving Break; specifically various size bags and tissue paper
 - Look through closet
 - Talk to Heather about how we allocate PTSA Bucks
 - Might want to talk about giving teachers leniency about how to reallocate the PTSA Bucks
 - Fall Book Fair
 - Fair dates: October 26th-November 2nd
 - Family Fun Night October 26th 5.30-7.30pm (Free to all)
 - Pre-fair Fun:
 - 10/7-10/21: Galway Public Library is running a Book Fair Scavenger Hunt.
 - 10/10: eWallet flyers will go out
 - 10/13: deadline for butterfly coloring contest submissions
 - 10/16: flyers detailing homeroom bookfair visit date/times go home
 - Sign-up Genius will go out asking for volunteers as we get closer
 - Update from Emma:
 - Book Fair gift certificates from the Galway Volunteer Fire Company's 100th Anniversary book finally made it to school.
 - Every PreK-5 homeroom received three \$7 gift certificates to give out as prizes. Both Life Skills homerooms received one for every student.
 - Coin drive brought in \$2870. Amounts per homeroom ranged from \$20 - \$303. PTSA is rounding up all the totals, and ensuring every homeroom will have at least \$100 to spend at the Fair. The top three classes will have a pizza party.

- Butterfly coloring contest ends on Friday. We have entries from every grade, and they are being prepped for display at the Fair. Prizes, including Book Fair gift certificates for the winners, will go out next week.
 - All (but one 6th grade) PreK - 8 homeroom is signed up for a Book Fair visit. (That homeroom will be able to visit.)
 - Volunteer schedule is full
 - Family Fun Night volunteer schedule has now gone to NJHS to fill the last spaces
 - miSci workshop signup went to all JHE families
 - Check to see if this was part of the check she was already given
 - Scavenger Hunt at the Galway Public Library is underway, winners will receive Book Fair gift certificates.
 - Individual homeroom flyers will go out next week with their scheduled time and date to visit, also Scholastic flyers.
 - Homeroom Book Fair Bingo starts next week
 - I had no response from any High School clubs or groups to take part in Family Fun Night as their own fundraiser.
 - I am organizing Family Fun Night refreshments with the school kitchen.
 - Start Up Cash – will align with Amber
- Spring Book Fair – this will be Emma’s last fair
 - **We need member(s) to volunteer to chair this spring fair and future fairs.**
 - Emma would love to have someone who’s interested in taking over shadow her at the fall and spring fairs and learn
- Administrative Updates:
 - Mrs. Luft now has access to Parent Square and can send emails/newsletters home directly; info must be to her before 1pm on Friday; can include pictures.
 - Jr/Sr HS has a monthly newsletter (should be from Mr. Miller); Mrs. Lufts is weekly
 - Teachers typically check mailboxes daily; but, if we have something that needs to go home, we should ask Brittany to make an announcement during morning announcements. (CC Mrs. Luft on all emails to Brittany.)
 - All Other Business/Topics from the Floor
 - *Next meeting is November 8th, 6:30pm, at the Galway Public Library – see you then!*
 - Adjourned at 7:30pm

Respectfully submitted,

Becky DiCaprio

Galway PTSA Secretary