

## GALWAY PTSA MEETING MINUTES

**DATE:** November 8, 2023

**LOCATION:** Public Library, Galway, NY

**Meeting Called to order:** Kara Reed at 6:34pm

**Officers in attendance:** Kara Reed (P) Trisha Hopper (VP - Virtual); Amber Eaton (Treasurer); Becky DiCaprio (Secretary)

**Total # of Attendees** (inclusive of officers): In-Person: 8 ; Virtual: 6

### AGENDA:

- Approval of October minutes (posted to website)
  - Motion to Approve: Hillary Clemens; second the motion: Andrea Carroll; Approved
- Treasurer's Financial Updates:
  - Monthly Treasurer's Report:
    - October activity was minimal; November activity will include bookfair
    - \$418 made from raffle and \$185 from refreshments – divvied up between EOY dances. Budget estimate ~\$2000 for 2024 date.
  - Monthly Audit: July/August/September audits are done; October will go to Trisha soon.
- Dance Program:
  - Dance Program – emails sent to remind folks about dance rehearsals; photos will be during dress rehearsal (photographer scheduling conflict on day of show)
    - 2 rehearsals: tech and full costume/dress
  - 2 year-end dances
    - Include PreK this year? - TBD
    - Budget/fundraising – TBD – will depend on where we land with catalog fundraising total
- New Business:
  - Budget review and adjustments, due to fundraising deficits – will need to wait until final numbers are in
- Ongoing Business:
  - Fundraisers:
    - Catalog Fundraiser – 16<sup>th</sup> is 3 weeks from order submission; so, M/T before Thanksgiving is when we're ballparking distribution.
      - Mrs. Luft to email Amy T about room for cookie dough in freezer
      - Students must be able to secure the content in their backpack or takehome bag on their lap; otherwise, items must be picked up. Remind folks that those who do not do so M/T of Thanksgiving will not get items until after Thanksgiving.
        - Still need to align on final pickup plan and ask for volunteers to run after-school pickup
          - Mrs. Luft will advertise the way we orchestrate after-school pickups in the newsletter
        - Need a time from Paul then will send out a signup genius for after-school pickups and volunteers

- Book Fairs:
    - Fall - recap \$500 short of last year's total; nearly \$3K for coin drive; lollipop pull made \$700, + \$3000 in scholastic dollars for school libraries.
    - Spring – planning & transition phase
      - Pirate Theme
      - Noelle King & Ally Sherman expressed interest in taking up chair-positions
      - Emma's starting to plan and order things; need to give her budget
      - Schedule an ad hoc meeting to help delegate tasks and transfer knowledge; send introduction email.
      - Utilize shared-drive folder for bookfair notes and download of Emma's knowledge; Trisha to grant access to Noelle and Ally.
  - Holiday Shop & Contest [Heather Berlin, Chair]
    - Coloring contest sheets will go home tomorrow 11/9
    - Trisha to work with Athena on changes to one sheet for sending home
    - Trisha coordinating with Heather on:
      - Sign-up sheet for homeroom signups (being sent next week)
      - Sign-up for volunteers will be sent once days/times are finalized (should be sent next week)
        - Will likely extend time-slots until later in the day on the 3<sup>rd</sup> day (1pm); Becky to write up half-sheeter
      - Take-home bags for students, which will be labeled with the kids names and teacher (used to deliver gifts to corresponding homerooms after wrapping)
        - Offer teachers options of whether they want to write out the bags, or have us do it
        - Mrs. Luft will look for leftover bags or order more
      - Mrs. Luft allocating space for the holiday shop and wrapping section (may potentially just do wrapping in the cafeteria atrium as in prior years) - TBD
      - Give Heather Pauls' cell # for restocks – DONE 11.9.23 BD
  - Parking Lot Events/Topics:
    - Yearbook Signing Party – date TBD
    - Food Drive –February
    - PTSA Membership Drive Contest – 2024-2025 year
  - Administrative Updates:
    - Tremendous thanks for all the work on bookfair, family fun night, fundraisers, etc. Thank you!
    - Began transition to Parent Square for admin; by EOY teachers will have been trained and that will replace DoJo, etc. (Will not replace School Dismissal Manager)
    - Capital Project video is live on the site; newsletter will be coming home soon; Dr. Donovan is happy to give a tour of areas being planned for and answer questions; tax calculator by address will be available soon.
  - All Other Business/Topics from the Floor
    - *Next meeting is January 10<sup>th</sup>, 6:30pm, at the Galway Public Library – see you then!*
  - Adjourned at 7:37pm
- Respectfully submitted,
- Becky DiCaprio
- Galway PTSA Secretary