

**Lake Travis Middle School PTA  
Meeting of the Executive Board  
June 11, 2007 - 1:30 pm - EDC Sage Room**

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Attendees: Judy Fry, Tracy Henry, Maria Hathaway, Dyan Emerson, Kane Pierce, Elena Brooks, Kerrie Schneider, Liz Stringer, Kim Brents, and Wendy Onken.

President Judy Fry called the meeting to order at 1:40 pm.

The minutes from the last executive board meeting were not available for approval. Elena Brooks provided the following documents and will send soft copies to all board members and committee chairpersons:

- General Meeting Minutes from May 14, 2007
- LTMS PTA Bylaws (approved by Texas PTA in May 2007)
- LTMS PTA Officer and Committee Descriptions
- Comparison Matrix of PTAs versus other types of parent-teacher groups.

**Principal Report & Discussion:** *Kim Brents*

Communication via email will work best for Mrs. Brents with Wendy Onken on copy. It is preferable that PTA related issues first go through Judy/Tracy. At the start of school, Mrs. Brents will hold an advisory period with teachers every other week. On-campus clubs are a mutual point of interest between the school & PTA and will be a topic of discussion.

Tracy Henry will work with Wendy to draft a complete list of fundraisers across all campus organizations to use as we evaluate PTA fundraising efforts. Magazine sales are expected to start later this year than last year; Wendy and Tracy need to check the calendar. Tracy asked if PTA could sponsor a second book fair in spring. Mrs. Brents was open to the idea.

Campus activities supported either by Campus Connects Committee or Grade Level Liaisons are expected to have continued support this year. We can expect two dances, tailgate, possibly intramurals, etc. Some activities will be open to all 6-7-8 while some will target 7-8 as appropriate.

Proposals for new events should first go through PTA board and then to the Mrs. Brents, who will consider on a case-by-base basis. Judy **addressed concerns about the PTA sponsoring off-campus activities for liability reasons and the ability to control access. The consensus was that PTA was uncomfortable with off site events.** However, there are opportunities via the parks and recreation department in Lakeway (just as an example) that serve our student/family community while not in connection with the school or the PTA.

Judy and Kim Stotts are currently working to modify the volunteer interest sheet and the follow up process to effectively recruit volunteers for any school and/or PTA activities.

Mrs. Brents expects to be short three class sets of text books: two science and one social studies. Judy **suggested this was agreeable and will work together to close the gap. This leads to a parliamentary question: Do we need to vote and have general vote?**

Next opportunity to connect with Mrs. Brents will be July 30.

**Treasurer's Report:** *Kane Pierce*

The following documents were provided:

- Treasurer Notes for June 12, 2007;

- Transaction Report for 5/1/2007 through 5/31/2007;
- Income/Expense Comparison:3 for 6/1/2005 through 5/31/2007;
- Income/Expense by Category – Last 12 months for 6/11/2006 through 6/10/2007.

Liz Stringer will forward BCE's funding request form to Kane **as a possible addition to the Plan of Work forms. Kane will modify to accommodate our needs as necessary to facilitate record keeping.**

Elena will send all board members and committee chairpersons the "Plan of Work" document requesting the form be complete and returned to Judy/Kane by September 15, 2007. This is fundamental in documenting PTA activities along with articulating the funds required in the budget.

Judy requested that Kane provide in each treasurer's report a detailed breakdown of dollars held in escrow (allocated and approved but unspent).

Kane can provide a copy of LTMS PTA tax exempt form as tax paid is not reimbursable.

Elena was asked to define a budget for "general" paper needs. She will also document how committees can go about getting copies made for their specific functions (once she figures it out herself) along with setting up our tax ID number as several copy centers around town just like Kane already has done at B to B Copies.

**President's Report:** *Judy Fry*

Mrs. Brents has made changes to Roundup, and the process is expected to be much improved this year. The process will be set up in stations which will be distributed in different spaces to alleviate congestion. Also, class schedules will be made available this year at the first station. Other stations will be: school store to purchase ancillary supplies; cafeteria for PTA membership, bus routes, and lunch cards; library to pick up student set of text books and school supplies if pre-ordered; and lockers. Maria Hathaway may recommend to Mrs. Brents that the two-hour time block by grade level be further broken down (one suggestion is A-M for first hour and N-Z for second hour). The PTA plans to ask for financial donations during Roundup.

Newcomers and Hospitality Committees are working events to kickoff the school year.

All board members must complete Texas PTA Leader Orientation by October 15, 2007. This only applies to any officer who has not already taken this training session.

Communications is currently working together with Web page chairperson to update website. Also, Constant Contact is been purchased and will be used to better facilitate email communication. A comprehensive list of email addresses for incoming 6<sup>th</sup> graders is complete for LPE and LWE. **BCE information has been requested and is coming in slowly as the schools cannot give us that information.**

It was suggested that the Communications Committee serve as a member of the board given the initiative of improving communications within our LTMS community. It was moved, seconded, and unanimously approved that Communications be made a standing committee **making** Chairperson Amy Still a **voting** member of the board.

Meetings of the general membership are proposed for September, October, November, February, April, and May. The executive board is expected to meet in the week or two before general membership meetings.

**VP of Fundraising Report:** *Tracy Henry*

The provider of our magazine fundraiser is up for evaluation between QSP (current provider) and American Publishers (a Hearst company). A new provider is being considered after issues during last year's fundraiser in the areas of administration assistance, prizes and coverage level, application of on-line orders toward prizes, support for advertising and related expenses, and special packages for teachers. American Publishers responded favorably to our service level requests. QSP is willing to meet the American Publishers service level

in some but not all areas. Tracy did note that the American Publishers rep was somehow related to her husband's second cousin, but the board did not deem that relationship a significant conflict of interest. It was requested that Tracy (a) compare subscription prices between QSP and American Publishers and (b) ask American Publishers for a reference to validate service level. It was moved, seconded, and unanimously approved that Tracy and Judy be authorized to decide between QSP and American Publishers after this additional due diligence.

In addition to including a possible spring book fair to the PTA's fundraising efforts, more effort is needed to increase awareness of e-script opportunities with stores such as Randall and Target as well as add additional stores.

### **Other Business**

Tracy reported that the first step in courtyard beautification and clean up will be Sunday, August 19, from 6 pm to 8 pm. She intends to invite the Gov Club and NJHS to participate. Ideally, there will be a special committee formed to further this initiative.

Judy conveyed that two committees have interested co-chairs who must be approved by the board. It was moved, seconded, and unanimously approved that Kelli Gist be co-chair for Campus Connections and Caroline Nelson be co-chair for Membership.

Judy assigned each board member to complete two items by the next meeting:

- evaluate best time and date for our general meetings
- identify how we would like to see PTA dollars spent this year

The PTA is looking at selling sponsorships in the future. Also, Tracy will see about selling snocones and popcorn at Roundup.

### **General Announcements and Date Reminders**

- Next executive board meeting will be during the week of August 13 – 17.
- Courtyard cleanup is scheduled for August 19. Contact is Tracy Henry.
- Round up is August 22 in two-hour shifts by grade: 9-11 am for 8th; 1-3 pm for 7th; and 4-6 pm for 6th. Contacts are Tammie Brown and Eve Petrucelli.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,  
Elena Brooks  
June 15, 2007

Revised  
June 21, 2007

Resubmitted  
August 12, 2007