

General Membership Meeting - PTO Minutes

September 20th 2011 – 6:30pm – 7:30pm

In Attendance: Katherine Merhige, Megan Sullivan, Sally Cushing, Amy Life, Josh Gehring, Claiborne Davis, Heather Marcel, Sally Wallace, Kay Slater, Nancy Bond, India Haun, Linda King, Joanne Meier, Jeanette Abell, Kelly Gobble, Phoebe Flialeos, Melinda Somers, Heidi Brown, Julie Domecq, Tom Sherman, Danica Plantz, Emily Crane, Brette Stephenson, Michelle Oyama, Megan Driscoll, Janine Hellings, Jennifer Miller, Andrea French, Michelle Holzwarth, Ian Sole, Tricia Evans, Gigi Elliott and Michelle Amtmann.

<i>TOPIC</i>	<i>DISCUSSION</i>	<i>ACTIONS/FOLLOW-UP</i>	<i>PERSON RESPONSIBLE</i>
I. Call to Order	Approval of June 2011 General Membership Meeting Minutes	No further revisions	
II. Reports of Officers			
A. Principal, India Haun	<p>Welcome from India</p> <ul style="list-style-type: none"> - We are in the 5th week of the first nine weeks and all is going well. - Two back to school nights and one open house have been completed - Under the safe school grant, we have had a fire drill, upcoming Lockdown drill and in a couple weeks a letter will go out to parents notifying them of a tornado drill. - Day of Caring tomorrow- Sept.20, 2011 – Century Link will work on the school grounds. - Map of US will be placed on Sunday Sept. 25, 2011 		
B. President, Katherine Merhige	<p>Welcome from Katherine</p> <ul style="list-style-type: none"> - PTO meeting utilizes the Roberts Rules of Order. - Please don't hesitate to ask questions. - Email or call as needed. 		
C. Volunteer Coordinators, Sally Wallace and Nancy Bond	<p>Update from Sally Wallace</p> <p>-Duties have been divided between the two coordinators.</p> <p>Nancy – coordinates homeroom, publishing and Art print</p> <ul style="list-style-type: none"> ◆ 3 classrooms still need homeroom parents – McLaughlin, Balnave, and Herring 		

	<p>Sally – Coordinates the large events –Fall fest, golf, movie night etc</p> <ul style="list-style-type: none"> ◆ New volunteer idea has been suggested for Fall Fest. Adopt a booth – sign up for 2-3 hours at a booth for the evening. 		
D. Treasurers, Amy Life and Josh Gehring	<i>See Budget Section below -</i>		
E. BEE Program, Sally Cushing	<p>Update from Sally Cushing</p> <ul style="list-style-type: none"> - Honor system worked well - Registration by terms: <ul style="list-style-type: none"> ◆ Winter registration – Oct. 24th – 2 classes and then register for more classes on Oct 26th. ◆ Spring Registration – Feb 27th – 2 classes and then register for more classes on Feb. 29. - There were 150 seats for scholarships last year. -The dollar value of these scholarships was over \$11,000. - Over 100 BEE classes offered this year -Feedback: <ul style="list-style-type: none"> ◆ Positive feedback so far ◆ Well run 		
III. Old Business			
A. Assembly Update- Virginia Opera	Virginia Opera will visit Brownsville Oct. 24 th with 2 performances	Time and performances to be determined	
IV. New Business			
A. Presentation of Budget for 2011-2012 School Year	<p>Update from Amy Life</p> <ul style="list-style-type: none"> - Year started July 1st - Historically we leave \$20,000 as a cushion in the budget <p>** See Doc posted online- <i>Budget and Budget Summary</i></p> <p>http://media.brownsvillepto.org/files/2011_Proposed_Budget.pdf</p> <p>http://media.brownsvillepto.org/files/2011_PTO_Proposed_Budget_Summary.pdf</p>	The budget will be voted on and approved at the October 11 th PTO meeting	Amy Life and Josh Gehring
V. Reports of Standing and Special Committees			

<p>A. Sponsorship</p>	<p>Report from Kay Slater</p> <ul style="list-style-type: none"> - So far, collected \$8,500 - The new sponsorship program will contact a business one time to support the PTO as opposed to contact multiple times for multiple projects. - Each participating business get exposure across multiple events as opposed to only one event - Businesses are given options of payment plans – ie pay half now and in full by June 30 - If you visit a business that supports the PTO, please take a moment to thank them 	<ul style="list-style-type: none"> - Currently working on securing ads for PTO functions coming up –ie- Movie Night, Golf Tournament 	<p>Kay Slater</p>
<p>B. Attractions Fundraiser</p>	<p>Report From Cady Garey</p> <ul style="list-style-type: none"> - Monday, September 19th was our official last day of Attractions Book sales. - To date we have collected \$9015 in sales, of which our profit is \$4507.50. - This is an increase over the past two years by approximately \$1000. - The Attractions Book Company expects a certain percentage of non-returns and writes the cost of these books off without penalizing Brownsville. <i>I always try and work hard to get as many books back as possible</i> <p><i>**Many thanks to our wonderful volunteers: Betsy Aronson, Amy Life, Monica Luna, and Joy VanRegenmorter, classroom teachers and the wonderful administrative staff in the front office!!</i></p>	<ul style="list-style-type: none"> - We are waiting to hear from 80 families to either return the book or send in a payment - A second note was sent home to these families today---9/20/11 	<p>Cady Garey</p>
<p>C. Teacher Appreciation</p>	<p>Report from Kelly Gobble</p> <ul style="list-style-type: none"> - The chairs have decided to make some changes on how we say thanks to all of the staff through out the year. - Every month a group of staff will be selected to be recognized for their hard work. This month we are giving special recognition to our wonderful Bus Drivers - Sweet Treat Tuesday will run monthly through out the year to celebrate Teachers and staff birthdays. - Last week of April/first of May will be teacher/staff appreciation week. The theme will be Brownsville All-stars. - Another new initiative is a teacher wish list of items needed in the classroom. - The Teacher luncheon will be at the end of the year 	<p>Month of September</p> <ul style="list-style-type: none"> - Recognize the bus drivers 	<p>Heather Marcel, Tracey Roberts, and Kelly Gobble</p>

	<ul style="list-style-type: none"> - The committee will continue to provide food for teacher work days 		
<p>D. School Directory</p>	<p>Update from Brandy Copeland</p> <ul style="list-style-type: none"> - 94% of our total Enrollment has been accounted for. (This includes, online, do not publish data from Albemarle County and our flyers requesting data) - Around 87% of our total Enrollment is ONLINE as of 9/13 — working hard to get to 95% - Will order around 600 copies. - Additional directories may be available for sale while supplies last \$5 each (Estimated actual cost to be less than \$2.50 for each booklet) 	<ul style="list-style-type: none"> -Edits to our database will continue through next week -Bids for printing are being obtained. -<i>Kim Norman</i> is working on setting up distribution labels and will help oversee the distribution process. -<i>Lori Marcus</i> has helped in the distribution of the flyers & will facilitate distribution. -<i>Sharon Clark & Kathleen Capshaw & Sue Brown</i> have also contributed to layout/production. -Flyer response deadline is this Friday (<i>Joanne Meier</i> has been working hours on get these accounts into the system) <i>*There are families that do not have or have limited access to a home computer and needed the opportunity to be included in the directory</i> -Data will be pulled from the online system late next week and layout/formatting the print document will begin. -PDF Copy of Actual Directory Data sorted by class will be sent to room parents to be forwarded for review late next week. -There are emails that bounced back off the main system, Katherine is trying to obtain updated email information -Distribution no later than 18th of October (specific date will be set by October 1st) 	<p>Brandy Copeland</p>

		-Sponsorship advertisements will be included in this year's directory and ad content will be forward by Kay Slater.	
E. Grounds Beautification	Update from Ian Sole <ul style="list-style-type: none"> - Sunday Sept 25th from 1-3 - Please bring gloves, hand trowels, and water - Community service hours will be offered 		Tamara Sole
F. Outdoor Picnic and Movie Night	Update from Megan Sullivan <ul style="list-style-type: none"> - First time the PTO has offered an outdoor movie - Movie is "Rio" - Rain option – Gym - Picnic at 6:30, Movie 7:15, Wrap up 8:45-9:00 - Food – either bring your own or pre-order from Chick-Fil-A - Flyers went out in backpack mail - Cost - \$5.00 family for the movie - Not a fundraiser - Family Event – no alcohol on the school premises 	<ul style="list-style-type: none"> - Movie night fliers are out 	Megan Sullivan & Joan Stalzer
G. Golf Tournament	Update from Tom Sherman <ul style="list-style-type: none"> - Tournament is on Oct. 7th - Registration is at 11:00 – Tournament begins at 1:00 - Currently, 17 teams are playing but there is room for a couple more teams - Dinner is provided for the golfers and families. 	<ul style="list-style-type: none"> - Still looking for prizes - Please sign up if you are coming to the dinner. 	Tom Sherman and Seth Van Hall
H. Sally Foster Fundraiser	Update from Heidi Brown <ul style="list-style-type: none"> - Sally Foster gift wrap ordering will be completed online via a link on the Brownsville PTO website. - The school receives 40% of the sales. - Each participant will purchase the products online and pay \$3.95 for shipping to their home for purchases less than \$50.00. - Purchases over \$50.00, shipping is free - Sale goes through Oct 3- Oct 18. You may continue to purchase after these dates. - Delivery of wrapping paper will be within 5-7 days and candy will be delivered close to Thanksgiving. - Every family that purchases the gift wrap by Oct 18th will receive a free roll of wrapping paper 	<ul style="list-style-type: none"> - Sally Foster flyer needs to be completed - Work out process of handing out free roll of wrapping paper. 	Heidi Brown

<p>I. Fun Fest/Country Fair</p>	<p>Update from Kelly Gobble</p> <ul style="list-style-type: none"> - Fun Fair – this year it called the Country Fair and it will be held Saturday Oct 29th from 4-7. - Things are going well! - Poster has been made - Going to try the Adopt a booth system this year - Will have a main stage area for a gathering spot - Nelson Squares will perform and teach some square dancing - Continue with pre-purchasing tickets 	<ul style="list-style-type: none"> - Need volunteers to set up on Friday Night and take down Saturday Night - Let Kelly know if you have ideas for new games. <p><i>**We need many volunteers so if you have teens in need of service hours, please let the committee know!</i></p>	<p>Kelly Gobble</p>
<p>J. Parent Council Report</p>	<p>Update from Ian Sole</p> <ul style="list-style-type: none"> - First meeting is tomorrow night – Sept 21. - There is one representative from each school - The mission is to advocate for all students in all Albemarle Co. schools - Purpose is to liaison between parents/PTO with the school administration - All parents are welcome to attend the Parent Council meetings which are held once a month. 		<p>Ian Sole</p>
<p>K. Spirit Day</p>	<p>Update</p> <ul style="list-style-type: none"> - The first Spirit Day will be Oct 12th. - Currently, there are 3 businesses participating – Greenhouse, Over the Moon Bookstore, and Pesto Mediterranean Grill - When you say you are from Brownsville at these businesses, a percentage of what you purchase will be donated to the school. - There will be another Spirit Day in the spring. - One suggestion was made that each business could have a Brownsville Bee decoration at the counter on Spirit Day to show their support of the school that day. 	<p>- Spring Spirit Day – Date TBA</p>	
<p>VI. Announcements</p>	<p>Thank you for attending the PTO meeting! The next PTO meeting will be held October 11, 2011 at 6:30pm</p>		

Meeting Adjourned at 7:40pm

Respectfully Submitted,
Claiborne Miller-Davis - PTO Secretary