

McKenzie PTA Executive Board Meeting and Minutes

January 15, 2019 – immediately following General Board Meeting, Room 107

Attendees: MaryAnne O'Keefe, Casey Brown, Jamie Dennis, Amy Falkowski, Alli Frazier, Nathan Harada, Laura, Keslowsky, Heather Metz, Shauna Smith, Vivian Underwood, Laura Werling

- I. Welcome – MaryAnne O'Keefe – 5 minutes
- Call to Order/Purpose of Meeting/Agenda Review
 - Approval of November and December 2018 Exec Board Meeting Minutes

II. Program Reports and Follow Up/Next Steps – All

President – MaryAnne O'Keefe – 10 Minutes

- Mindfulness Program - details covered in General Board Meeting
- School Supplies - Being handled by Evita. Discussion of consistency of materials and potential inclusion of headphones. Materials list to be finalized by 2/22/19.
- Recruitment needed for VP Room Parents for 2019-2020 – potential for realignment of responsibilities and discussion of addition of Hospitality Chair.

Treasurer – Julieta LaMalfa (absent)/Vivian Underwood

- Discussion held in General Board Meeting

Secretary – Elizabeth Candido (absent) / Allison Frazier

- Discussion held in General Board Meeting

President-Elect – Amy Falkowski – 5 minutes

- Chair Recruitment 2019-20 Update – email blast sent 1/17/19
- Status of Revised Job Descriptions from Exec Board – due 1/18/19

iGNITE! – Laura Werling / Nathan Harada – 5 minutes

- iGNITE Update – New activities will be reviewed on a case by case basis. Targeted email to those who have not contributed to be sent to raise awareness for Ignite by 2/1/19.

Fundraising – Jamie Dennis / Megan Van Buiten (absent) – 5 minutes

- Variety Show update – agreement for attendees to be out of the building by 9p on rehearsal nights
- Parent Party – Discussion of VP Fundraising Elect formally taking lead on Parent Party responsibilities

Room Parents - Casey Brown – 5 minutes

- Staff Appreciation Update – Teacher gift card raffle idea being targeted for Valentine's Day, potential to delay and move to St. Patrick's Day timeframe.
- Book Fair date to be confirmed to begin October 23, 2019.

Communications – Courtney Radde (absent) / Shauna Smith – 5 min

- Discussion on timeframe for website updates

Community Building - Margie Swain (absent) / Heather Metz – 5 minutes

- Discussion held in General Board Meeting

Webmaster – Denise Lam (absent)

Principal's Report – Rachel Filippi (absent)

- III. Conclusion/Next Steps:
Exec Board Meeting February 12, 2019 following Gen Board Meeting, Conference Room