

MEETING MINUTES

John Champe High School PTSA
Executive Board Meeting
September 12, 2022
Champe Library

Attendance: Madhava Madireddy, Christine Schwartz, Crystal Leiderman, Tae Gam, Kevin Tyson.

- I. The meeting was called to order at 7:20pm by President.
- II. Quorum was established.
- III. First Executive Board Meeting of the 2022-2023 school year
- IV. New team introductions: Reddy (2nd term as President so someone needs to shadow and learn the position), Monica as VP 1st term. Christine will technically take over Treasurer after audit is complete. Tae is Secretary. Crystal is Communications Chair. Kristin is Senior class committee chair. Meenal will be Membership Director. New position for Volunteer Coordinator.
- V. Vision for new year: This year we would like to focus on caring for the teachers and staff at Champe. (Staff appreciation, staff support) Scholarships, Community outreach, and senior class support are the other initiatives.
 - a. Staff Support: reimbursements available for staff who request funding
 - b. Staff appreciation: First week of May, Student committee could write appreciation notes for staff, Snack cart item donations (K-cups, gift cards), Sunshine Committee has a monthly theme for staff. Kevin will get back to us about the dates for those. Total number of staff during the day is around 220. Kevin says approximately that staff breakfasts usually cost around \$1,000 and staff lunches are \$2,000.
 - c. Thurs 12/15 Cookie Buffet from 12:45-2:45pm
 - d. Reddy would like to make a motion to give \$300 to Champe for the Back to School Bash. Christine seconds the motion. Motion passes unanimously.
 - e. Line item for student appreciation category– rename it from “student lunches” and keep it \$2,000.
- VI. How do we get there?:
 - a. Membership Drives: Open House
 - b. Fundraising: local businesses can be contacted with specific needs. Write letters to businesses and ask?
- VII. Where are we financially–financial operations
 - a. Bank status and balances– financially we are in a good place (around \$9k). Audit results stated that record keeping of financials were inadequate. Going forward we need to have two people check over the bank statements and the wave account and sign off on that.
 - b. Status of approved items to cut checks:

- i. \$285 for liability insurance for PtSA by Reddy. Tae makes a motion to reimburse Reddy for that amount. Crystal seconds. Motion passes unanimously.
- ii. \$98.05 PostNet for a school sign by Christine. Tae makes a motion to reimburse Christine. Kevin seconds. Motion passes unanimously.
- iii. \$14.39 for tablecloth for school by Christine. Crystal makes a motion to reimburse. Kevin seconds. Motion passes unanimously.

VIII. Communications Update

- a. Editorial calendar: initial announcement with some social media (IG, FB, some Twitter, newsletter) repetitions. Crystal would like to us let her know if there's anything missing from that calendar. Kevin wants us to let him know as well if anything gets missed in the announcements and not wait two weeks. He can send another email.

President adjourned the meeting at 8:18pm.