

**West Terrace PTA**  
**General Meeting Minutes**  
**Wednesday, August 26th, 2020 at 6:00 p.m.**  
**Location: Virtual Meeting**  
Numbers of Members Present: 24

- I. **Welcome and Call to Order @ 6:01 p.m.**
- II. **Pledge of Allegiance**
- III. **Introduction of Executive Committee** - Angela Rudibaugh discussed this years' theme, *Watch Us Grow*. Hopes to not only learn and grow, but specifically grow in outreach, membership, participation and presence.
  - a. **Introduced the Executive Board**
    - i. **President:** Angela Rudibaugh ([angierudibaugh@gmail.com](mailto:angierudibaugh@gmail.com))
    - ii. **VP of Membership and Fundraising:** Janell Pycior ([janellpycior@gmail.com](mailto:janellpycior@gmail.com))
    - iii. **VP of Community and Service:** Kristen Forrest ([krmmarti@gmail.com](mailto:krmmarti@gmail.com))
    - iv. **Secretary:** Savannah Wood ([swoodwt@gmail.com](mailto:swoodwt@gmail.com))
    - v. **Treasurer:** Ashley Doss ([ashley\\_8402@hotmail.com](mailto:ashley_8402@hotmail.com))
  - b. **Introduced the new principal - Mrs. Stewart**
- IV. **Principal's Report** - Mrs. Stewart discussed her excitement to be at West Terrace. West Terrace is known for awesome PTA and involvement. Discussed doing things virtually, but is looking forward to getting PTA involvement back in the school. Discussed being open to suggestions, number one goal to keep everyone safe and healthy. Kids have been great abiding by COVID policies. Discussed the gravel project approval. Discussed the fundraiser that was done last school year before COVID - the result and prizes for that fundraiser have not been forgotten.
- V. **Budget Approval**
  - a. **Changes in Events** - Discussed the increase in virtual activities, not as many live events that would typically be done - this will reduce overall spending. Discussed plans to use money to support virtual curriculum options. Discussed approval of lanyard purchase and teacher start up funds. Hope to have lanyards in soon. Discussed getting creative with virtual options. If stay on budget this year, will have approximately \$20K in bank for next year. A motion was made to set this year's budget as is. Seconded with discussion to confirm the addition of line item for curriculum support and removal of socials. Motion to approve the budget is carried.
  - b. **Additions / Deletions of line items** - Curriculum Support added, Socials removed.

- c. **Change of bank account signers** - Current signers on the account are: Angela Rudibaugh, Janell Pycior, Sherry Veeck and April Veeck. Discussed the need to add Ashley Doss and remove April Weyer. Motion to remove April Weyer and add Ashley Doss. Motion was carried with no further discussion.

## VI. Events / Fundraisers Announcements

- a. **Box Tops for Education** - Angela encouraged members to download the app and forward receipts to get funding through the program.
- b. **4K4 Kids** - Becky Glines discussed providing yellow tie-dye shirt with black WT logo, giving two weeks to do the event and contacting last years sponsors to determine interest for this year. Planning to conduct a booth pick-up for virtual 4K packets.
- c. **Givebacks** -
  - i. Hacienda - Giveback scheduled for September 24th
  - ii. Azzip - Will provide 100 keychain cards to distribute to participants that they can use at Azzip September 1st - November 30th. 5% of purchase given back to PTA. Possibility of WT to be entered for a \$10K grand prize.
- d. **Spirit Wear** - Discussed offering online ordering this year and the possibility of a second round of spirit wear in the spring.
- e. **Online Events** - Angela discussed openness to suggestions for online events.

## VII. Introduction of Chairs

### a. Committee Descriptions

- i. **Membership** - Amy Boardman ([amyboardman@gmail.com](mailto:amyboardman@gmail.com)) and Kim Sitzman ([kimberly.sitzman@evsck12.com](mailto:kimberly.sitzman@evsck12.com)) Co-Chairs. Committee is responsible for the membership drive, maintaining membership database and reporting membership to state PTA by designated date.
- ii. **Fundraising** - Sherry Veeck ([magnumsv@gmail.com](mailto:magnumsv@gmail.com)) - Active all year and an excellent way to make a large impact in small amount of time. 4K4 Kids is largest fundraiser. Fall Foods Fundraiser another large one. Any ideas or suggestions, let committee know. Holiday shop cancelled this year. School supplies boxes falls under committee as well. Spring fundraiser - will try again this year to implement new ideas.
- iii. **Nominating** - No chair currently - Recruits officers, prepares and presents slate by Spring meeting. Angie engaged members of the meeting to recruit interest in committee.
- iv. **Facilities** - Jessica Crowley ([jmweberstudio@yahoo.com](mailto:jmweberstudio@yahoo.com)) - Completed the library, new tables / chairs / paint / work-station. Painted dots on the playground. Responsible for playground and school beautification.

- v. **Staff Liaison** - Amanda Ritzert ([amanda1.ritzert@evsck12.com](mailto:amanda1.ritzert@evsck12.com)) - Amanda and Mr. Dwyer are the link between staff and PTA for communication.
  - vi. **Appreciation** - Chelsea Jones ([chelseakeyjones@gmail.com](mailto:chelseakeyjones@gmail.com)) - Teacher appreciation focus, to include Mrs. Stewart, bus-drivers, cafeteria staff, nurses, counselors, etc. Committee facilitates appreciation gifts and events for administrative and support staff.
  - vii. **School Pride** - Michelle Heneisen ([michelle.heneisen@evsck12.com](mailto:michelle.heneisen@evsck12.com)) - Spirit Wear - Instead of doing Spirit Shirts this year, lanyards were approved. Committee traditionally assisted with spirit wear, yearbook and field day.
  - viii. **Family & Community Engagement** - April Weyer ([weyer1025@yahoo.com](mailto:weyer1025@yahoo.com)) - Traditional events (Back 2 School Bash, IceCream Social) - Committee has been impacted significantly by COVID. Discussed alternatives - online Scavenger Hunt, Costume Contest, possible Drive-In Movie.
  - ix. **Bylaws** - Nora Walsh ([nora.walsh@evsck12.com](mailto:nora.walsh@evsck12.com)) - Active 1 out of every 3 years. Bylaws were approved last August, no updates for 2 years. Will start working on updates or changes next year. Ensures Bylaws are adhered to. Nora also discussed Spam emails various PTA members have reported receiving, requesting donations, gift cards. If any member receives an email from Nora listed as PTA President, this is not accurate, do not purchase or donate.
  - x. **Communication** - Amy Boardman ([amyboardman@gmail.com](mailto:amyboardman@gmail.com)) - Responsible for communication with the principal that include in-school and classroom newsletters and updates, distributing teacher-dispersed communication. This year with the increased virtual presence, the committee is responsible for increased presence on social media (Facebook) and the new WT PTA website that is now live.
- b. **Sign ups** - Angela discussed the purpose of PTA, a portion of the fees go to the state for student advocacy. "How do you PTA?" Discussed the addition of a new level of Business membership, to get logo on the PTA website. This increases sponsorship for the WT PTA.

**VIII. Adjourn Meeting @ 6:52 p.m.**

