

GTCC Middle College PTA |Minutes

## Meeting Date: 08/7/2020 |5:30pm | Meeting location: Microsoft Teams

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| Meeting called by | President – Lisa Hemby |
| Type of meeting | PTA Introduction  |

 | Attendees:Mrs. RLDannienne McNeillMelissa Moore  |

# Agenda topics

**Introduction/Role Descriptions**

* **President – Lisa Hemby**
* Primary responsibilities include: chairing board and general meetings, overseeing fiscal compliance, serving as liaison with school administration or community partners etc.
* **Secretary – Melissa Moore**
* Primary responsibilities include: keeping accurate record of meeting minutes, maintaining all PTA correspondence, including communications with members and notifications etc.
* **Treasurer – Dannienne McNeill**
* Primary responsibilities include: Keeping accurate records and submitting financial statements for meetings, chairing the budget committee, prepare annual report to IRS etc.

**PTA Expectations**

* Mrs. RL provided examples on how to engage with parents and staff members.
* There are 17 staff members total
* It is important that PTA officers touch base with Dr. Boone before sending out major correspondence to staff members and parents regarding PTA announcements and events.
* Focus on what teachers need at the beginning of school year
* Cultural dinner night between staff and parents
* Socials, award night, parent surveys
* Field trips
* Jackets for staff – Dannienne (Treasurer) owns an embroidery company and will obtain staff jacket sizes from Mrs. RL to provide a quote on jackets for the 2020-2021 school year.

**Meetings and Membership**

* Interested staff, parents, family or friends can sign up to become a member by reaching out to the President Lisa Hemby at lahemby@gmail.com . Lisa will add your name to the memberhub list, and you will be sent email instructions on how to sign up via www.memberhub.com
* Membership fee is $6.00 (annually)
* Meetings will be held via Zoom or Microsoft Teams every 3rd Thursday of the month at 6:00pm.
* Meeting agenda and minutes will be posted to our Member hub site before and after meetings.

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| Action Items | Person Responsible |
| Lisa will connect with Dannienne to update the bank account information. | **Dannienne**  |
| Lisa will email Dr. Boone with a list of current PTA officers  | **Lisa**  |
| Mrs. RL will connect with GTCC Middle college Secretary, Mrs. Woodard, to check for previous PTA forms | **Mrs. RL**  |
| Mrs. RL will reach out to 17 staff members to sign up for 2020-2021 PTA membership  | **Mrs. RL**  |