



## Jamestown Middle School PTSA Executive Board Meeting Minutes

January 22, 2019

Board members in attendance: Mandy Shepard, Kim Williams, Lindsey Bradley, Kim Ridgeway and Lisa Pierce.

The meeting was called to order around 5:32 pm. The first order of business was discussing the budget. Lindsey presented financial reporting:

\$15,043.93

-Art of Collobration-807.01

-House Shirts-1679.60

-Spirit Shirts-882.16

\$11,675.16 (Balance)

Insurance-\$350 projected

8<sup>th</sup> Grade Dance- \$1200 projected

Audit-\$500 projected

Battle of the Books-\$200 projected

Teacher Appreciation Week- \$2000 projected

Mini Grant Budget-\$5000 projected

**QuickBooks-** \$10 dollars a month subscription to QuickBooks comes out of account.

**Bank Switch-** Will switch banks during the summer after we get through the year to ensure checks have cleared etc. and switch to most likely BB&T.

**Mini Grants-** Microwave and Coffe Maker in encore staff room requested by EC teacher. Microwave approved for EC students' coffee maker NOT approved.



Mandy has only received 4 mini-grants so far. Mandy thinks we may get more as the mini grant deadline gets closer.

**Wall Mart Grant-** Mandy will apply for grant

**Changing Banks-** Mandy and Lindsey really feel like Carter Savings is not the best bank for the PTA. The service is slow, there isn't any after-hours customer service help and in general feel like the staff aren't helpful. Looking into what needs to be done to switch to BB&T.

**Harris Teeter Code-** Asked Ms. Lanzas to put JMS Harris Teeter code on website and FB. Mandy doesn't know the Lowes code but suggested we need to look into that. Kim asked if we had received check from Lowes yet.

**Box Tops-** Box Tops only made \$25

**Fundraisers-** After we spend out for everything we wouldn't have much of a cushion left. Discussed ensuring that we find our minimal viable product (time volunteered vs how much money we receive back from the fundraiser). Discussed doing discount cards (Krispy Kreme Cards, Domino Cards, local discount cards) cookie sales, etc. Kim said cookie sales did very well and she thought the PTA gets a fair amount of money. Mandy sent a text to Ms. Kennedy for information on the cookie sales. Ms. Kennedy said Great American Cookie Company was the company used. Discussed ensuring that does the company bring a refrigerated truck/trailer to hold the cookie dough since that would be a logistic issue ensuring all the dough was kept cold. Mandy is shooting for 3K to add a balance in the account for the beginning for next year.

**End of Year-**Talked about providing something for the students at the end of year if we have extra money left over.

The meeting adjourned at 6:23 p.m.

Prepared by Lisa Pierce, PTSA Secretary