

**MEETING MINUTES**  
Atkinson Elementary PTA  
General Membership Meeting

Date: October 9, 2018

Time: 6:30 p.m. – 8:00 p.m.

Location: Atkinson Library (childcare for school-age children provided in cafeteria)

- Call to Order at 6:39
- Welcome and Introductions (10 minutes)
- Approval of the September Meeting Minutes (5 minutes) (Attachment B)
  - Highlights: adopted budget; adopted standing rules for the year;
  - Motion to Approve, Beth motioned, Dave second; approved as presented.

Reports

- President's Report (10 minutes)
  - Board and Committee Chair Appointments
    - Standing Rules Amendment Vote (Attachment C)
      - hospitality chair added and co-chairs if needed, events handled by hospitality committee, as board position, co-chairs get only one vote together; Motion to approve by Beth, 2nd by Kim Medic, approved as presented.
    - Hospitality Event for Teachers
      - Two mini events week of parent-teacher conferences. Monday 19th breakfast, Tuesday 20th lunch. Modified potluck, using SignUp Genius to help organize volunteers; passed around paper signup sheet with specific items listed for sign up; dropoff fixings likely at one person's house
    - New Hospitality Chairs approved at board meeting - Martha Almendarez Languard and Emily Lillywhite.
  - Programs Chair Board Position is open
    - Still looking for Programs chair
    - Afterschool Program Cancellations & Scholarship Status
      - Trying to promote scholarship opportunities as it is currently under-utilized; advertisement seems to be a problem; posting on front windows was a good way to let parents know about after-school classes offered at the school. Programs chair would be a useful position to help spread information regarding course offerings.
      - Three after-school classes were cancelled due to low enrollment - chess, Saturday Academy, Robotics, Spanish, though there is still

one Spanish class available through Portland Early Learning project. Robotics will try next term on a different day.

- Champions is also less flexible in terms of minimum number of days.
  
- Treasurer's Report (10 minutes)
  - Review and Approval of 2017 Audit (Attachment D)
    - Kathryn Warner, Samantha White, Kristen Anderson
    - No issues found
    - Motion to adopt Dave, Brad Cooley second; approved unanimously as presented.
  - 2018 Budget Report (Attachment E)
    - Update to EP Committee Beginning Balance
      - Great contributions via memberships;
      - Fernandos was a successful event;
      - Paid half of annual garden contract
      - Reimbursed emergency preparedness for supplies
      - Paid athletic insurance
  - Running Club - Budget Increase for \$200 (Attachment F)
    - Awarded Nike grant for \$1000, waiting on check.
    - Board approved \$200 increase to keep budget accurate in lieu of grant.
    - Running club will spend less than budget due to receiving grant.
  - Beth will complete I-990 herself instead of using an outside CPA, saving PTA an estimated \$800.00
  
- Committee Reports (20 minutes)
  - Atkinson Kids Basketball Program
    - Basketball Pilot Program: Donation Based vs. Fee Based
      - Updating change income structure on registration form. Shifting to a donation based contribution rather than fee based to accommodate all interested families. Money goes to athletic gear and end of year banquet. Committee Chair is confident the donations will cover expenses. Will revisit expenses as the season progresses and adjust as needed.
      - New player clinic is held for assessment of teams.
      - Co-ed, all grades on each team
      - Planning for about 80 kids.
      - Adding k-2 group as well, when facility is available. CUB is for 6-9pm, and through school from 5-6pm.
      - Nov - March; Mon - Friday, 5:30-9; rarely go to 9pm.
      - T-shirts each year is a possibility; primary cost each year is replacing t-shirts; Brad is supportive of yearly t-shirts.
      - Fee for gym is currently \$0 as it is a PTA sponsored event.

- Amigos
  - Día de los Muertos Celebration
    - The event is Friday Nov 2 after school
    - 19 Oct next meeting to prepare for the event, at 9am in cafeteria
    - Can sign up for distribution list to help
    - Funding Proposal Vote (Attachment G)
      - Increase in budget to adequately cover expenses as in the past parent volunteers incurred costs out of their personal accounts.
      - Will invite teachers to do a craft for the celebration.
      - Please bring pictures of loved ones passed to help celebrate the special day.
      - Setting up a FaceBook page for the Amigos.
      - See Amigos board for a page describing the holiday. The sheet will be provided to teachers as well. SpEd 3-5 are doing altars and would be great to include them.
      - Motioned by Kendra, second Beth; approved unanimously to increase to budget.
  - Dulce Sosa appointed as Amigos Chair
- Emergency Preparedness Committee
  - In process of ordering supplies to build shelter in event of earthquake
  - Still unknown on status of dealing with door locks; Atkinson meets most of criteria to be a priority school
- Auction Committee
  - Diana Browning appointed as Auction Chair;
  - New location at The Loft in SE; a little smaller than Oaks Park
  - Catering is thru the Event Space vendor; menu switched to an Indian menu with options available for vegetarian and GF.
  - New tech vendor - Streamline; will provide 4 computers, an extra computer is \$150; internet at facility will not be a problem due to backup and sophisticated IT system at the facility.
  - Grant Gosch will be MC and will take on social networking; Will work on list of tasks to complete and positions to fill. Andrew (same auctioneer as last year) will be the live auctioneer as well.
  - Julia Rae will do logo/graphic design; need theme to develop logo
  - Need a procurement POC
    - For now Diana will create a google doc for tracking donations.
    - Bin in office as well for donations, just no alcohol in the school.
    - Atkinson PTA can issue out tax form for donations.
    - There is a donation/sponsorship form being prepared and will be distributed via FYI using a website link

- Outdoor Learning Garden
  - Tend, Mend, and Mingle next Friday, followed by Rain or Shine Coffee for meeting at 11am. 3rd Friday of the month.
  - Volunteers can bring younger siblings to opportunities like garden and running club.
  
- Volunteer Coordinator Report (10 minutes)
  - Committee chairs will receive email on interested member updates. Chairs should email list of needed recruitments/positions.
  - Fundraising Chair is still needed. Promote fundraisers through various outlets.
  - 9 classes still need reps; help coordinate class parents, teacher appreciation; See list from Melissa. SpEd could use extra help.
  - Still need chair for fall and/or winter social. These are great events to bring the community together in the evening after school. Goal not to compete with Dia de Los Muertos.
  - Ensure background checks are up to date.
  - Send class rep list to Dulce for Amigos distributions.
  
- Principal's Report (10 minutes)
  - Staff meeting today
  - no Halloween costumes at school
  - recess issues about puddle jumping/swimming in puddles and bark chips staying on equipment area
  - grade 3-5 parents stay in upper hallway and let kids walk to classroom on their own to avoid disruption to classrooms;
  - Would like PTA reps to meet with teachers after school at PAT meeting
  - Lunch issues - staggering classrooms is helping with timing. K-5 all come in, sit, then go up to tables. Going much better now. Always two adults from Nutrition Services, but they count on kids help. Now using wipes instead of sponges to alleviate germs and allergy residue on cleaning utensils. Nut free tables, one per classroom.
  - Single most important thing is parental involvement with kids and their schoolwork.
  - Principal coffee is usually the morning of PTA meeting as another opportunity to talk with principal.

- Announcements (5 minutes)
  - October 17 – **Atkinson Dines Out** -Double Mountain 5-9pm \*Donating \$1.00 Per Pint Sold
  - October 19 – **Amigos Mtg.** 9-10am, **OLG Tend Mend Mingle** 9-11am, **OLG Mtg.** 11-12pm
  - October 26 – **OLG Fall Garden Work Day**, Grades 2-3
  - November 2 - **Día de los Muertos Celebration** 3:00 – 3:30 pm
  - November 13 – **PTA General Meeting**, 6:30 p.m., in the Atkinson Library
  - November 13 – **Atkinson Kids Basketball New Player Clinic**
  - November 14 - **Atkinson Dines Out Fundraiser** at Por Que No? (4635 SE Hawthorne)
  - November 19 – **Brunch for Teachers** (PTA Sponsored) during Conferences
  - November 20 – **Lunch for Teachers** (PTA Sponsored) during Conferences
  
- There will be a chess club every Monday 2-5 grade. Mr. Barr and Mr. Alan. Will hopefully start at the end of October. Free. Will coordinate pickup for 2nd graders.
  
- Adjournment at 8:08

Attachment A - Sign In Sheet

Attachment B - September Meeting Minutes

Attachment C - Standing Rules Amendment

Attachment D - 2017 Audit

Attachment E - 2018 Budget Report

Attachment F - Running Club - Budget Increase for \$200

Attachment G - Día de los Muertos Funding Proposal

Approved as Presented on November 13, 2018