

**Stenwood PTA**  
**General Meeting Minutes (Draft)**  
**Oct 7, 2019 at 7 pm**

**Welcome**

Deanna Heier called the meeting to order at 7:04 pm.

**Adopt Meeting Agenda**

Lisa Mak made a motion to adopt the October meeting agenda. Reshma Kari seconded. The agenda was adopted.

**Approve September 2019 Meeting Minutes**

Addendum: Deanna Heier explained an addendum included in the September meeting minutes on the field trip transportation line item. The budget changes also included a reduction in the Field Trip transportation line item. The Board proposed that PTA funds be used to cover need-based funding only for field trips instead of funding all field trip transportation. However, Mrs. Riley is keeping the PTA informed about the program. If the PTA Board feels more funding is needed it will request that funding from the PTA.

Anjali Gupta made a motion to accept the September meeting minutes. Danielle Gibbens seconded. The minutes passed.

**Treasurer's Update**

Treasurer Reshma Kari reported the expenses and revenue as of September 30, 2019:

	<b>2019-2020 Budget</b>	<b>Actual 2019-2020</b>
TOTAL RECEIPTS	\$46,150	\$28,720.44
TOTAL EXPENSES (DISBURSEMENTS)	\$46,150	\$6,477.31
NET INCOME / (LOSS)	-	\$22,243.13
CASH, END OF MONTH RECONCILIATION		\$44,642.74

**Principal's Report**

Mrs. Riley said we've had a great start to the school year and there has been a lot of positive feedback from families and staff. She said parents should always feel free to reach out with any problems or concerns. She's happy to sit down face to face to address any concerns.

Mrs. Riley discussed the success of the Ice Cream Social and the Help the Hive fundraiser. She thanked Stenwood families for all of the donations. She noted this is the PTA's major fundraiser and the PTA does not ask for a lot of additional money throughout the year.

### **President's Report**

Deanna Heier explained that the PTA Bylaws are up for our 5-year renewal. These bylaws were approved at the general meeting in May and are being submitted to the state for approval. The bylaws will be posted on the PTA website once approved. Members can let the PTA know if there are any questions. She noted that the bylaws template is largely unchangeable since it is language set by the State and National PTA.

Community Partners Program: Deanna discussed the launch of the PTA Community Partners Program. We are trying to reach beyond our walls and engage local restaurants to partner with our school. In particular, we are seeking partners for the monthly staff luncheons and asking them for main dishes.

For the October Staff Luncheon, Inca Social will provide the main dishes. They are interested in ongoing support/partnership with Stenwood. In November, B7 Burger will be donating the main entrees. The PTA will be planning some thank you events for the restaurants, like dine outs. We will also be putting their logo on the PTA website and in the PTA email acknowledging them as Community partners.

Deanna Heier gave a special thank you to Jane Hwang for her work as the Grade-level T-shirts Coordinator. She has been doing this for many years, but is stepping down as she has a graduating 6<sup>th</sup> grader. A new Coordinator is needed for next year. This is a great behind the scenes role and Jane has left excellent detailed instructions. We are also in need of volunteers to write thank you notes and be a Facebook Coordinator (we provide the content).

Gallows Road Update – Update from VDOT is that construction will not begin on school property until 2020. Deanna and Mrs Riley are in ongoing communication with FCPS leadership, school board representatives and VDOT to stay up to date. EMP (Express Mobility Partners) is in charge of the expansion project. The EMP community liaison would like to come to the school and provide an update. We are still working on scheduling this date.

### **Committee Reports**

Outreach:

Chair Deanna Heier highlighted there would be a class parent roundtable after the PTA meeting. This is part of the PTA's plans to better support class parents this year. Chris Krouse is heading this up.

### Communications:

Secretary/Chair Nicole Churchill provided an update on the AtoZ Connect Directory. Verification emails have gone out to parents asking them to confirm their information.

Nicole is also working with a volunteer team to evaluate all of the PTA's current IT systems and develop recommendations on how to consolidate and optimize our systems. This includes looking at the platforms we use for the PTA website, directory, membership, fundraising, volunteer management, newsletters, emails, etc. We are focusing on systems that are fully integrated to include a website option.

### Development:

Chair Danielle Gibbens said that as of today, Help the Hive had raised \$27,442 with over 500 individual donations. To celebrate meeting the school-wide \$25,000 goal the PTA will distribute popsicles to the entire school on Friday, after Field Day. This will be the conclusion of our Help the Hive fundraiser.

In the past, there had been a Help the Hive Run in the gymnasium as part of the fundraiser. Danielle explained that we do not plan to have that event this year and will instead be adding a celebratory assembly. A parent raised concerns about the run being cancelled, saying her son very much enjoyed the event and it was something she and other parents enjoyed attending. The Board acknowledged this concern and feels that Field Day offers this same opportunity to the students and parents. The Board will look to ensuring the new assembly incorporates interaction and movement.

Box Tops are due by October 18<sup>th</sup>. This is the last year to submit the physical box tops. The program is moving to an App based program.

Upcoming Dine Outs: Social Burger Dine Out is Wednesday, October 16<sup>th</sup>. The Silver Diner Dine Out will be on December 5<sup>th</sup>.

### Enrichment:

Chair Anjali Gupta said the Afterschool Program started on Sept 23 and is going well. She reminded parents to please pick up kids by 4:25 pm. She also noted that Field Day is October 11<sup>th</sup>.

Creative Bee volunteers are needed. This is the PTA sponsored art program. Parents go into classrooms once a month and do short lessons on topics the kids might not normally learn about in traditional art class. The kids then complete art projects where they're given a free range to create.

### Social:

Chair Lisa Mak said the ice cream social was a great success. The team distributed 9 tubs of ice cream plus an emergency extra gallon of ice cream, for over 600 bowls of ice cream served! We're considering moving the start time a little earlier next year so that the event ends before it gets too dark outside.

**New Business**

No new business.

**Meeting Adjournment**

Deanna Heier adjourned the meeting at 7:24 pm.