

**Atlee High School PTSA Executive Board Meeting Agenda**  
**Monday, July 8, 2019**  
**Atlee Library**

➤ Welcome and introductions

The meeting was called to order at 6:34pm by Jennifer Diehl, President. She welcomed those in attendance: Tricia Rudolph, Treasurer; Jen Roberson, Hospitality co-chair; and Krista Loucas, Hospitality co-chair. Carilynn Judy, Vice President and Chelle Quinn, Secretary were unable to attend. Jennifer Diehl agreed to keep the minutes in the secretary's absence.

➤ Update on meeting with Dr. Wheeler

Jennifer Diehl shared details about her meeting with Dr. Wheeler, AHS Principal. Those present at the executive meeting then brainstormed ideas and strategies regarding each topic.

1-PTSA technology: It was agreed that the PTSA would create a basic website containing information for the general membership (ie, names of officers, mission statement, bylaws, copies of minutes, important dates, etc). A gmail account was created for the PTSA to assist with correspondence. Dr. Wheeler agreed to post any additional/needed information throughout the year regarding PTSA via his AHS social media accounts (Twitter, Instagram). It was also discussed about the possibility of the PTSA contributing to the weekly Raider Review. Tricia Rudolph agreed to work on constructing the website. It was agreed that the PTSA would contribute to the Raider Review and that the Vice President would be in charge of this task.

2- Membership registration and recruitment: Dr. Wheeler supported exploring the use of online registration via the county school's online program AND the use of a google form to obtain necessary membership data. He referred Jennifer to the AHS finance secretary for further assistance. He also supported increasing the PTSA's visibility and presence at events to increase membership recruitment (ie, Freshman 101; College Bootcamp) and referred Jennifer to school counselors for assistance with this. All present at the executive meeting supported using online registration if there is a way to guarantee accurate data collection and the ability to track membership dollars. Jennifer agreed to meet with the financial secretary to further discuss these details. Jennifer will also link with school counselors about recruitment event possibilities. Ideas about how to incentivize memberships were also discussed and will be further explored at the next executive meeting.

3-Fundraising: Dr. Wheeler and Jennifer briefly discussed this and identified this as an area in need of growth to assist in meeting other long term PTSA goals.

Those present at the executive meeting discussed possible fundraising opportunities, including Bingo night and selling donuts at football games. Krista Loucas agreed to further explore the Bingo night idea and share the information at a future business meeting. It was agreed to sell donuts-specifics will be determined later.

4-Student/Teacher Engagement: Dr. Wheeler and Jennifer identified a shared goal of achieving more student and teacher engagement in the PTSA. They agreed to address this goal in future meetings. Those present at the executive meeting discussed this at length and identified several ideas. It was agreed that this would be a topic focused on in future meetings as the primary focus currently is on the upcoming membership drive.

- 2019-2020 PTSA Meetings Calendar Jennifer shared the bylaws requirements about meetings and then reviewed the following meeting dates:
  - Per Bylaws: 5 required of each: Executive Board and General Business meetings
  - Executive Board meeting dates- 1<sup>st</sup> Wednesday of month (except January) @ 6:00pm in AHS Library:
    - October 2
    - November 6
    - December 4
    - February 5
    - March 4
    - April 1
    - May 6
    - June 3 (dinner celebration meeting)
  - General Business meeting dates
    - Thursday, September 12
    - Others will be around school events (chorus, band, plays/musicals, athletic)-Dates TBD as AHS completes schedule
    - 3 will likely be in the Fall and 3 will likely be in the Spring
- Treasurer update (Tricia) Tricia shared the final Treasurer's report. She reminded those present of the upcoming Audit. Those present then discussed and formulated the proposed PTSA budget for the 2019-2020 school year. The proposed budget will be presented for approval by the executive board at the meeting on August 5, 2019. The proposed budget will be then be presented to the general membership at the September 2019 meeting for approval.
  - Audit update
  - Budget development
- Upcoming events Jennifer reviewed the following upcoming dates:
  - Saturday, July 20-Virginia PTA Summer Leadership Training @ AHS

- Thursday, July 25-AHS PTSA Audit committee (6:30pm) @ Atlee Public Library
- **Monday, August 5- AHS PTSA executive meeting (6:30pm) @ AHS Library**
- Wednesday, August 14- College Application Bootcamp (8:30am-12:30pm)
- Wednesday, August 21- Freshman Bootcamp (1:00pm-3:30pm)
  - Freshman Parent/Guardian Meeting (3:30pm)
  - Freshman Orientation (4:00pm-7:00pm)
- Monday, August 26- Teacher Breakfast
- Thursday, August 29-Upperclassman Orientation (10:00am-6:00pm)
- Thursday, September 12- Back-To-School night (? If have abbreviated executive board meeting prior to general membership meeting)

Meeting adjourned: 8:30pm