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**PTSA 2021-22 Planning Meeting**

**AGENDA**

August 18, 2021

Call to order called to order at 5:34 p.m. •

Attendees: Nikisha, Lateisha, Tez, Pavithra, Bridget, Cathleen, Brooke •

Minutes approved and moved by Lateisha and Tez

1. Welcome
2. Officer’s Reports
3. President’s Report: Bridget Turner
   1. 2021-22 Calendar & Meeting Dates (put on school calendar)
      1. October General meeting- 1st Thursday of the month – Oct 7th - Morning 7:30 a.m. – 8:30 a.m. o October Board meeting – 3rd Wednesday evenings – Oct 20th (include General meeting too) from 5:30 p.m. – 7:00 p.m.
      2. Morning Meeting-1st Thursday of Month 7:30am (Oct 7)
   2. Parent liaisons/Rep needed for MSAAC and SEAC
      1. In Email Blast but if we know anyone that is interested, let us know
4. Principal’s Report: Niki Diehl
   1. Teachers are back and ready!
   2. Please check out the Mercer Playbook
   3. Back to School Night is a casual event for families to come and meet teachers
   4. 7th Grade Camp for free
   5. Red Carpet on First Day!
   6. Transitions: 2 Bells, 3 entry points in morning, 3 dismissal areas
   7. Protocols in place to make school a safe place for everyone
5. **Back To School Night** Tuesday, August 24th 2 pm-6:30 pm

(work together to have table and items)

* 1. VP of Events, Fundraiser & Membership on site to set up and answer questions
  2. Need signs, QR code, etc.…
  3. Decorations, Spirit Wear, Cow Bells, Chrome Books, etc.

1. VP of ***Events***: LaTeisha Harris
   1. ***Update***- Teacher Breakfast – Thursday, August 19th 8am-9am
      1. Coffee from 7-11 and at Mercer
      2. Set up at 7:15am
   2. ***Update*** TAILGATE Date
      1. October 8 vs Battlefield
   3. Event ideas & dates
      1. ***Update*** SCA-Mr. Kassman
      2. Sending out potential dates but check master calendar
2. VP of ***Fundraiser***: Tez Nettimi
   1. ***Update*** Spirit Wear
      1. Shipment at school so they can see samples at Back to School or other meetings
      2. Maybe sell samples at end of night
      3. Shipping straight to home -$10 shipping fee
      4. For future, we might look at having orders shipped to school
      5. Tez—contact vendor to see if we can order more items so we have more on hand.
   2. Sponsorship Letter
      1. How to use the sponsors
         1. Look at what each level should be
         2. Will reach out to former sponsors
         3. Event ideas: Tailgate, 8th Grade Celebration, Teacher Appreciation, Mercer Madness, Student Member
   3. ***Update*** PROWL
      1. Questions on price
         1. $40/student/club +supplies from teacher
         2. $100 site administration fee of payforschools
         3. Not a fundraising thing; Brooke is coordinating payments
         4. Caryl helping but Brooke will be point of contact for PROWL
         5. Add Cathleen to PROWL info so she can promote it
   4. Fundraiser ideas & dates
      1. Spirit Days scheduled for each month
3. VP of ***Communications***: Cathleen Lenderman
   1. E-Blast
      1. How often to send out
      2. Sending weekly
   2. Website content
      1. Everything is on first page
   3. Member Hub & QR code
      1. Make copies and post at events near PTSA tables
      2. Send to Mrs. Diehl to put in playbook
   4. Social Media
4. VP of ***Membership***: Pavithra Narayan
   1. Recruit members ideas
5. ***Treasurer’s*** Report: Brooke Skryme
   1. Budget
      1. Treasurer Report on Google Drive under Minutes
      2. Send out monthly statements and budget to board
      3. Be transparent and have people who are not signers verify that all the amounts match
      4. Umbrellas coming, Cow bells arrived
6. **Secretary’s** Report: Kathryn McAllister
   1. Minutes

1. Old Business
2. New Business
3. Any other Business
4. Adjournment adjourned at 7:00pm