

**Clinton Elementary PTA  
Executive Board Meeting Minutes  
August 8, 2018**

**Present:**

Andrea Beck, Jessica Breen, Ambra Teague, Candice Davenport, Margy Nolan, Renata O’Beirne, Kali Williams, Jamie Enright, Kelly Mortimer, Jessica Murphy, C. Rami Coleman, Jonelle Delk, Polly Kelekis, Judy Tu, Kelly Hands

**Absent:**

Liz Gordon, Ava Padmore, Ann Bodnar, Sandy Smith, Bebe Greenberg, Alison Kessler-Slavin, Norman Villatoro, Katy Walmsley, Traci Zaretska, Mary Clair Sonneman, Delta Sepulveda, Kathleen Hong, Maureen Jones

Ambra Teague moved to open the meeting at 7:45 p.m. Kelly Mortimer approved the motion and Candice Davenport seconded it.

Ambra Teague moved to approve the June 2018 meeting minutes. Candice Davenport approved the motion and Kelly Mortimer seconded it.

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**Margy Nolan** provided the **Treasurer’s** Report:

Margy noted that Ambra has appointed Candice Davenport to chair the Audit Committee along with Anne Harding and Joy Friedman. Margy moved and the board unanimously voted to approve their appointment.

Margy noted that she will no longer be using the ATM for withdrawals or the debit card as a credit card because it by passes the double signature process. She asked that moving forward the PTA board please use the check request form when requesting reimbursements. She will require a week’s lead time for a cash box.

Margy shared and led the discussion of the 2018–19 draft budget for PTA board approval in September and general membership approval in October. Margy shared a spreadsheet detailing actual PTA income and expenses compared to the annual budget.

*Follow-up:* **Margy** will give all committees chairs copies of the 2017–18 budget.

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**Kali Williams** provided the **Membership** Report:

Kali discussed the benefits of adopting *Member Hub*, a free online platform for PTA membership.

*Follow-up:* **Kali** will find out if you must be a PTA member to use the platform.

**Andrea Beck** discussed building a new Clinton website—as an alternative to *Member Hub*—with a robust content management system called *Membership Toolkit* that collects data for the PTA. There is a \$750/year subscription fee for *Membership Toolkit*.

*Follow-up:* **Andrea** to get admin access to *Member Hub* to compare platforms. Kali Williams, Andrea Beck, Margy Nolan, and Kelly Mortimer to look at both platforms.

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**Ambra Teague** provided the **President's** Report:

Ambra discussed having a pop-up digital school store this year, the benefit of which is that the PTA doesn't have to buy inventory. It's print-on-demand. Clothing samples were shared to note the high quality of the fabric. Ambra noted that Ann Bodnar will need to weigh-in on designs.

Ambra announced that Back-to-School Breakfast for the teachers will be on Tuesday 9/4 or Wednesday 9/5. Ambra discussed back to school communications and logging volunteer hours.

*Follow-up:* **Liz Gordon** to explain her plans for tracking volunteer hours.

*Follow-up:* **Ambra** to send out the draft calendar of events to the board.

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**Kelly Mortimer** provided the Public Relations Report:

Kelly noted that the school book fair vendor has been sold to Scholastic. Kelly also mentioned that she is working on cleaning up the PTA email list and will be scrubbing for members that no longer have children at Clinton.

Ambra Teague moved to close the meeting at 9:56 p.m. Margy Nolan approved the motion and Candice Davenport seconded it.

Respectfully submitted,

Jessica Breen