



PTA GENERAL MEETING MINUTES  
Wednesday, February 1, 2017  
9:12-10:16

- I. **Welcome/Call to Order** –President Kristen Carlson  
  
**Establishment of Quorum** –9:12 by Pam Townsend  
(Delayed start due to 100<sup>th</sup> day of school celebration)
  
- II. **Approval of Minutes** – A motion was made by Sarah Laird to approve the minutes from January 11, 2017 as presented. Traci Mundwiller seconded the motion. The minutes were approved with none opposed.
  
- III. **Treasurer’s Report** - Sarah Laird
  - a. Sarah reviewed the balance sheet. She highlighted the Checking balance of \$83,616.30, the Savings balance of \$29,015.62, the Petty Cash balance of \$468.00, and the PayPal funds of \$46.01 for Total Assets of \$113,145.93.
  - b. In Revenue, Sarah highlighted the current gross profit of \$100,983.13 and reported that initial auction sales were currently \$5,290.00 (ticket sales), with a budgeted income of \$50,000 to include auction purchases.
  - c. In expenditures, Sarah projected that at the March meeting, PTA will need to vote on an increase of administrative expenses to include online fees incurred through use of the auction website for payments. Sarah also reported author visits expenses of \$1,350.00.
  - d. Sarah reported our current Net Revenue of \$37,619.18.
  - e. Sarah reminded all PTA chairpersons that the deadline for all receipts for reimbursement for the 2016-17 school year is May 31, 2017. The form for reimbursement can be found in the treasurer file in the copy room and on the MWE PTA website.
  
- IV. **Principal’s Report**  
Ms Redd was not present.

## V. **President's Report** – Kristen Carlson

- a. Kristen shared special thanks to Keisha Barnes and Denise Stanton for the wonderful success of the International Festival and Health Fair. She reported that the Chick-fil-A meals made \$1000 in sales and sold out.
- b. Kristen reported that Career Day, February 7, has 10 confirmed speakers. Please contact Kristen or Zina Schwartz to volunteer or with questions.
- c. Kristen highlighted current priority volunteer needs. Please consider stepping up to fill one of the following positions. Also, please reach out to other parents with specific invitations to participate. If we cannot fill these positions, we will not be able to run these programs or make needed updates.
  - i. Talent Show Coordinator for a student end of year show.
  - ii. HOS coordinator help for 2<sup>nd</sup> and 4<sup>th</sup> grade. No science background is required for this volunteer role, and handouts, kits, and lessons are already prepared.
- d. Kristen discussed the current need to remain involved with our districts legislative concerns. Please view the SBISD Financial Crossroads video, available at: <https://www.youtube.com/watch?v=uzNlrNX9Pgs>. She reported that Spring Branch would be represented by community members in Austin for Rally Day, February 27<sup>th</sup>, and Spring Branch Speaks will have representatives to speak at our March 1 PTA meeting, at 8:00am.
- e. Kristen reminded all PTA members to report off-campus volunteer hours to Pepper Franklin via email at [pepperfranklin@gmail.com](mailto:pepperfranklin@gmail.com).

## VI. **Committee Chair Reports**

- a. Spring Fundraiser – Our Spring Fundraiser, The Magic of MWE, will be an auction night for parents on March 4<sup>th</sup>. Magician Ben Jackson will MC the evening, which will be held at the Nottingham Forest Club. PTA members Christina Gronauer and Michelle Wethers are coordinating. The website with ticket and raffle sales and more information is: <https://www.meadow-wood-magic.com>. Michelle highlighted some of the auction items, including concert tickets, membership to Westside Tennis Club, and a trip to Cabo San Lucas, Mexico. Some sign up parties will be open online prior to the event. Capital Grill is generously sponsoring the meal.

- b. Author Visit- Keisha Barnes shared that author/musician Emily Arrow will be visiting MWE on February 2<sup>nd</sup>. She will host a preK-1<sup>st</sup> grade session from 9:00-9:45, and a 2<sup>nd</sup> – 3<sup>rd</sup> grade session from 1:15-2:00. She will also hold a writing session from 11:15-11:45 for selected 4<sup>th</sup> and 5<sup>th</sup> grade students.
- c. PTA Programs – PTA is pleased to present Random Acts of Kindness week, February 13-17<sup>th</sup>. Look for more information in the PTA eblast for our schedule of events with follow the theme, “Be a Buddy, Not a Bully.” There will be a canned food collection, 2 assemblies, and a special themed activity every day.
- d. Library - The library is now open for student use 5 days a week. Mrs. Connie Krebs, a retired SBISD teacher, will be the long-term substitute librarian for the remainder of the school year. Mrs. Robbins will be returning to teach 2 PGP lessons weekly. Interviews for a new librarian will begin after Spring Break.

VII **Adjournment:** The Meeting was adjourned at 10:16am.

Heather Craig

PTA Secretary 2016-2017