MINUTES

Greenwood PTA Agenda

Date | time 11/11/20 8 p.m.| Meeting called to order by Crystal Lett

# In Attendance

* Kelly Baehr
* Jena Bush
* Jenny Chu
* Marga Johnson
* Crystal Lett
* Erica Mann
* Ryan Stein

# Approval of Minutes

* Marga motioned to approve  [October PTA Board meeting minutes](https://greenwoodpta.com/10-05-20-pta-meeting-minutes/). Jena seconded. The motion passed.

# Principal’s Report

* Mr. Stein provided an update on:
	+ The plan for the November PTA meeting/Veteran’s Day recognition.
	+ Specific needs the school has to prepare for in-person learning and more people entering the building. Specifically, the school needs plexiglass for the front office staff as well as voice amplifiers to enable teachers to be heard.
	+ The Turkey Trot, which will be advertised in the Thursday email this week.

# Committee Reports

* Program update:
	+ Tacky Lights Drive-Thru
		- Thursday, December 17, 6-7:30 p.m.; free event, with donations to the PTA welcomed.
		- Teachers will dress up in tacky attire and help decorate/bring decorations.
		- Jenny will advertise in Sunday’s email, and others will share on social.
		- Jenny will create a sign-up genius including sign-up slots for the following. House points will be awarded for participation:
			* 10 trunks decorated (in back lot)
			* Inflatables + extension cords (labeled; pick up the next morning from the office)
			* Generators
			* Strands of lights
			* Extension cords
			* Other decorations (light curtains, projectors, etc.)
			* 10 volunteers to set up
			* 10 volunteers to break down
			* Hot chocolate servers (2 per 2 shifts)
			* Santa helpers (2 per 2 shifts)
			* Donation helper
		- The PTA Board will work to secure the following:
			* Santa: Jenny
			* Flood light: Jena
			* Styrofoam cups with lids (500): Jena
			* Hot chocolate: Crystal
			* Candy canes: Erika and Marga
			* Signage: Cynthia or Ms. Barlett
* Fundraising update:
	+ Gator Fund: We’ve exceeded budget, but still need additional funds to support COVID-19 needs. Crystal will put to vote re-allocating funds from the mural and movie night to a new $3,000 COVID-19 line-item, to cover the abovementioned needs and any others than come up in relation to COVID-19. We will re-advertise the Gator Fund, specifically to help meet this new need.
	+ Masks: We made $2 per mask.
	+ Spiritwear: Crystal will put inventory on MemberHub to sell.
	+ Spirit nights: We need a new spirit night coordinator, as Tilly will be moving. Crystal will share at the PTA membership meeting, and Jenny will include in the weekly email.
* Advocacy update:
	+ Erika is working to coordinate bringing equity ambassadors (young adults) into school programming.
	+ Erika is also considering coffee chats with parents around diversity and equity topics relevant to Henrico.
	+ Ms. Guelig and Ms. Milwit like the idea of a wellness week, and think February would be good in terms of timing.
	+ Mr. Stein will communicate that students can create pictures/notes/signs for their teachers to provide affirmation and encouragement prior to in-person instruction. Parents can drop off those notes during the November 20 packet pick-up, and Erika and Jena will hang them on the cafeteria windows the Wednesday before students arrive for in-person learning.
	+ Erika will work on a sensory/serene space for teachers to decompress.
* Hospitality update:
	+ Kelly is working to secure donations for boxed lunches in November.

# Budget/Treasurer’s Report

* Marga reported:
	+ On the [October Treasurer’s report](https://drive.google.com/file/d/1IxOZeeQTFmM8T25ORAlFrYhrZjl-XQsk/view?usp=sharing).
	+ Our tax filing has been completed.
	+ We made our first fees payment to the Virginia PTA. She will continue to make monthly membership fee payments moving forward.

# New Business

* Mr. Stein will check with Ms. Guelig whether we’re allowed to collect gifts this year.

# Adjournment

* The meeting adjourned at 9:22 p.m.