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.