BTPTA Board of Directors Meeting Minutes Monday, October 4, 2016 9:00 am Conley Multi-purpose Room

1. Special General Membership Meeting: 10/17 @7pm at American Spirits Roadhouse. Will vote in Bylaws, VP and Secretary positions. We need at least 13 people.
2. Bylaws: Will vote at special membership meeting 10/17. If anyone does not have a copy please ask prior to meeting.
3. Vice Presidents: Logan Meyer (events) Vanessa O’Keefe (Communications)
4. Secretary Responsibilities:

**Jess Gleason**  **Meghan Lissner**

Secretary Report Thank you notes (flyers on bulletin board)

Agenda Facilities/Fire Safety

Minutes Babysitting

Sign in Sheet Food Hospitality

 Insurance Binder (record keeper)

 **Both**

Facebook entries

Emails

1. Food Policy for PTA Events: Get L approval before purchasing food for PTA events. All left over unopened foods will be returned to the store where purchased with receipts. Opened non- perishable foods (bottled water) can be left on the PTA closet for future event. Perishables should be given to the teacher’s lounge. When borrowing/using items from the PTA storage closet please sign out. Shoprite provides grants/gift cards, request them 6 weeks in advance online**. L will contact Shoprite to find out what calendar they use and what the limits are on the giving program.**
2. Directory Cover Contest: Alexa’s daughter wins!! Spelling correction – “Conley”
3. Directory Advertising:Ask around (plumber, nail salon) to see if anyone would like to buy space.
4. Spirit Wear:Ended 9/28. Sold 137 items – roughly $675 profit.
5. Spirit Days:Flyer handed out – “Ugly” changed to “Silly” sweater day per school counselor.
6. Cultural Arts at Conley: **“**Super Pig” anti-bullying assembly
7. Cultural Arts at Hoppock: 10/12 BMX – teamwork event – weather permitting
8. Coffee with CSA:Wednesday 10/5 @ 9:30am in the Multipurpose Room. Suggested to make event quarterly rather than monthly.
9. Holiday Event:12/1 @6pm – Will also hold holiday shop at this time. Either in the hallway or Teacher’s Lounge so it is kept separate from photo room. “Ugly sweater” contest will also take place.
10. Trunk or Treat:10/28 – Flyer will come out at the end of the week with time/details. Pizza will be preordered – not sold at the event.
11. Ladies Night Out:Minimum of 10 people required - Date changed to 11/19 @6:30pm. Flyer given out.
12. Coupon Books:27 books sold. Last year we sold 104 – Should we go back to handing out books in backpacks – will look at number of K families who handed books back in without buying.
13. Summer Reading:Forms were handed in by 40 children – they will get book fair coupon.
14. Guess how many box tops are in the jar contest:Winner – Traci Orr!! Gift Card
15. After School Activities at Hoppock:Flyer given with activities/costs.
16. Security Seminar with Officer Brian Walsh and Lt. Kevin Burd: TBD
17. Website Security: $350 to add HTTPS to our website – too expensive on a yearly basis – not adding it.
18. Membership Communication: New member list will be given to V so they can be added to Newsletter/Eblast.