

Briarlake Elementary School PTA Meeting Minutes
Meeting Date: Nov. 17, 2009
Meeting Start Time: 6:00 PM

Call to Order

Principal's Report: No Principal's Report for this meeting.

Co Presidents Report: Sarah Rigby & Laurie Hobbs

- There is a new Store Chairwoman: Ellen Kersh. Thank you to Paige Fitts for her years of service in the school store.
- The holiday program for Pre-k through 3rd grade (and a small number of 5th graders) is 12/1. Volunteers are needed on the night. Please contact Ms. Goodwin for details.
- The book fair is this week and coincides with the Thanksgiving lunch.
- The 2009 school planners were delivered with cheaper paper than specified with the original order. The PTA called the supplier and negotiated 300 new, but of the same quality, planners to be used in the second semester.
- The food drive is going on this week.
- The co-presidents requested feedback on how to improve attendance. Some feedback included:
 - Use the marquee to advertise upcoming meetings.
 - The room parents could keep the classrooms informed of upcoming agenda items.
- PTA meeting attendance and logistics were discussed. Several staff members recommended that the business meetings be separate from the social events. The starting time was also discussed. A survey done several years ago indicated a 6PM starting time for the meetings was preferred by the school community. The building needs to be secure by 7:30; therefore the meetings will continue to start at 6PM.

VP Fundraising: Ireena Seufert

- Chick-Fil-A final funds raised amount not yet in.
- 12/10 Spirit Night will be at the new pizza restaurant in the Northlake area.

VP Programs: Lisa Moore

- The Program team is planning an upcoming puppet show. More details to come.

Treasurer Report: Micki Gulley

- As of the current budget, the playground budget is \$15,420. Any funds raised at the Art Auction above \$12,000 will be added to this amount.
- The budget format will be revamped for the 2010-2011 school year. Each line item will have a definition and an owner.
- The budget is very tight this school year and each committee chair is responsible for staying within their budget. Questions regarding the budget should be directed to the treasurer or co-presidents.
- The PTA officers need to create a policy so that committee chairs understand the consequences of going over budget.

Secretary's Report: Jessica White

- There was a motion from the floor to approve the October minutes. The PTA approved the October minutes.

Committee Reports:

Sarah Cook, Building & Grounds, Grants, Healthy Habits/Wellness

- New Playground Project
 - We have 4 companies competing for the playground project. Two companies have

- submitted redesigns and are available for review.
- The scope of playground was based on a \$40,000 budget. The budget is now reduced and therefore the scope of the playground needs to be reduced or more funds need to be raised outside the auction. The committee would like to get the overall design approved by the county and build it in phases based on funding.
- Guest Speaker
 - Sarah Cook is organizing a guest speaker for Briarlake. Dr. **John Wilson**, Emory, will speak on Effective Parenting Skills on 1/26. The logistics are finalized but the event will be free.

Randy David and Sarah Cook New Program, Safe Route to School

- A survey will be sent to parents to identify problem areas concerning safe routes to school.
- The county will be at the school doing a walk audit to identify problem areas.

All Committees, fund raising challenges and opportunities

- Both the Art Auction and the Playground project need to raise funds in 2009-2010. They need to work together to coordinate the effort and not overwhelm the community with multiple requests. Some ideas include:
 - An item or booth at the art auction for the playground.
 - Selling bricks that include the names of people who donate over a specified amount.
 - Purchasing a plaque where names of high contributors can be added.
 - Next year on Grandparents day, provide a tour of the work in progress to broaden the awareness of the projects at Briarlake.

New Business: Funding Request

No new business.

Meeting adjourned at 7:00 PM.