

## **Minutes for LMES PTA Executive Board**

### **Call to order:**

An LMES PTA Executive Board meeting was held at 6/21/2023 at Mechanicsville Library. It began at 6:05pm and was presided over by LMES PTA President Brandi Davis with Nicole "Coley" McLaren as LMES PTA Secretary.

### **Attendees:**

Voting Members In Attendance: Brandi Davis, Nicole "Coley" McLaren, Jaqueline Nelson, Rebekah Basham, and Whitney Mooney.

**Guests in Attendance:** None.

### **Approval of Minutes:**

We did not have minutes to approve.

### **Officer's Report:**

The Treasury Report was presented by LMES President Brandi Davis.

Auditpalooza Proposal was presented by LMES PTA President Brandi Davis. Brandi Davis, Nicole "Coley" McLaren and Jaqueline Nelson will attend the Hanover County Council's Auditpalooza to be held on 7/22/23 at Atlee Library.

VAPTA Training Proposal was presented by LMES President Brandi Davis. The link for all trainings is: <https://vapta.org/pta-basics/training/leadership-training>

C7 Proposal was presented by LMES PTA President Brandi Davis. All PTA items must be removed from the shared C7 office as it has been requisitioned by LMES for a new teacher to use. All prior year Treasury Binders must be digitally scanned and the paperwork shredded.

Open Board and Committee Positions Proposal was presented by LMES PTA President. We are currently seeking Hospitality, Staff Appreciation and Teacher Representative Committee Chairs.

Board Binders Proposal was presented by LMES PTA President Brandi Davis. Every Board Member and Committee Chair will be given a binder with the policies, procedures, standing rules, guidelines and scope of responsibilities. Brandi needs some volunteers to put them together.

Standing Rules Proposal was presented by LMES PTA President Brandi Davis. The Secretary will head the Standing Rules Committee. Volunteers for the Standing Rules Committee are James Davis, Jaqueline Nelson, Rebekah Basham. The Standing Rules will be voted on at the General Membership Meeting to be held on Back to School Night.

***LMES PTA President Brandi Davis opened the floor for the Board to discuss Proposals from their committees.***

### **Other Reports:**

The Spring Carnival Proposal was presented by LMES PTA Diversity, Equity and Inclusion Committee Chair Nicole "Coley" McLaren. The theme for the upcoming Spring Carnival will be Monopoly (GO to the

LMES PTA Spring Carnival!). After the date selection, DEI will begin applying for grants and solicitation of funds to supplement costs.

Boosterthon Proposal was presented by LMES PTA Secretary Nicole “Coley” McLaren. Boosterthon will kick off on 10/3/23 with the Fun Run on 10/11/23. LMES PTA President Brandi Davis, LMES PTA Secretary Nicole “Coley” McLaren and LMES General Financial Secretary Nicole Richardson will have an initial Boosterthon planning meeting in July.

Special Education Stimulus Proposal was presented by LMES PTA Special Education Liaison Nicole “Coley” McLaren. VDOE has an online training for all teachers to complete regarding the standardization of the IEP process. Special Education Liaison Nicole “Coley” McLaren proposes the LMES PTA provide a \$15 stimulus to each LMES PTA staff member at LMES who shows proof of completion of training.

Membership Dues Proposal was presented by LMES PTA President Brandi Davis and LMES PTA Secretary Nicole “Coley” McLaren. There is a National Dues increase. The Executive Board has decided to keep our dues at the current rate of \$8/individual member and \$15/family. We will work on other fundraising efforts to subsidize the 2023-2024 LMES PTA Budget.

Bank Signing Proposal was presented by LMES PTA President Brandi Davis and LMES PTA Treasurer Jaqueline Nelson. Jaqueline Nelson will schedule the date for the LMES PTA President, Secretary and Treasurer to become signers to the account.

LMES and LMES PTA Planning Meeting Proposal was presented by LMES PTA President Brandi Davis. Brandi Davis will send an email to LMES Principal Mr. Brad Davis asking what LMES’s goals and projected plans are for the 2023-2024 school year. The LMES PTA will strive to coordinate various events and projects to correlate with these goals.

LMES has been issued a Title 1 grant this year which will impact what events we can do as well as what projects we can fund for LMES. All Spirit Nights, the Spring Carnival, and our General PTA meetings will be scheduled after the Planning Meeting with Mr. Brad Davis.

Marketing Proposal was presented by LMES PTA President Brandi Davis. LMES PTA currently owns (3) Spirit Night Tonight banners and we would like to budget to add some “PTA Meeting Next Week/Tonight” signs as well as some “Sponsored by the LMES PTA” yard signs for all PTA activities and events. We will need to obtain permission from LMES Principal Mr. Brad Davis to put up signage.

**Announcements:**

Next Meeting will be for all LMES PTA Board and Committee Chairs in July after the LMES PTA Executive Board

**Adjournment:**

LMES PTA President Brandi Davis moved the meeting to be adjourned, and thus was agreed upon unanimously at 8:30pm.



Nicole “Coley” McLaren  
LMES PTA Secretary

7/28/2023

Date of Approval