

## **Minutes for LMES PTA**

### **Call to Order:**

A LMES PTA meeting was held at December 5th, 2023 at Laurel Meadow Elementary School. It began at 6:35pm and was presided over by President Brandi Davis with Nicole "Coley" McLaren as secretary.

### **Attendees:**

#### **Voting Members in Attendance:**

Mr. Brad Davis, Rebekah Basham, Brandi Davis, Nicole "Coley" McLaren, and Shelby Awad.

#### **Guests in Attendance:**

Holly Tomick

### **Approval of Minutes:**

Quorum was not established so minutes from the prior meeting were not able to be motioned for approval.

### **Officer's Reports:**

The Treasurer Report was presented by President Brandi Davis. The current beginning balance sits at \$51,099.41. We had \$25,326.43 spent and had \$568.96 in monies added to our account. The closing balance for our account is \$26,341.94. The stipend checks have begun to be distributed to the teachers and staff.

The President Report was presented by President Brandi Davis. We are currently on Step 3 of the PTA School of Excellence—Build and Excellence Action Plan and Check Back with Your Community. We currently need help. We need a committee to look at the data and communication from the LMES community. Holly Tomick volunteered to become the School of Excellence Committee Chair. She will keep us all updated on what is going on and how we can assist the School of Excellence Committee along the way.

The Ready, Tech, Go! Grant was presented by President Brandi Davis. We received a grant specifically for parents from the National PTA. This grant is special because the money we don't spend on the event we get to keep in our treasury. This program should be fairly simple. The plan is to schedule a night for parents to come in and attend (we will also provide child care during this event for free). They will hear a speaker that follows a power point while they follow along on the school's Chromebooks. Afterwards we will prompt them to take a survey on the event for our School of Excellence requirements. We will need a team to plan out the event. Lindsay Singleton is our family engagement person at LMES. The team will need to connect with her for assistance in reaching out the the LMES community to encourage them to attend.

The Membership Report was presented by VP of Membership Rebekah Basham. We currently have 222 members. We will continue to have tables for membership set up at all PTA sponsored events to encourage membership and engagement in our school.

The Communication Report was presented by President Brandi Davis. Continue to take pictures during our events and send them to VP of Communications Lauren Rice. You can also send her updates, PDFs of flyers or any additional information you need passed on behalf of the LMES PTA. Urgent updates should be texted to her, while less urgent communication can be emailed to her.

The Principal's Report was presented by Principal Brad Davis. He expressed thanks to our LMES PTA for the snack carts. He is looking forward to the next one in January.

The Fundraising and Spirit Night Report was presented by President Brandi Davis. Our current Spirit Nights are Boxtops, Shop to Give through Givebacks, Sticker Fridays and Spirit Wear. The Sticker Fridays are an idea from Treasurer Jacqueline Nelson. She would like to sell stickers to the students on Fridays from our sticker box in the LMES PTA closet. This would be a way to keep our inventory moving and make it a fun activity for our students.

As for Spirit Wear, while we enjoy selling items directly through the portal, we did sell quite a bit of merchandise at the table during our Back to School night, we should consider ordering some more of the t-shirts from last year with the lions on them as they were very popular with our families.

The Arts in Education Report was presented by President Brandi Davis. All of the entries were due on 11/30/2023. The submission process is completed and the judges for each category have been selected and have been sent the link to our Google Drive to view the files they will be judging. The first place entry for all categories must be sent to the Hanover County Council PTA and must be submitted by 12/10/2023 to participate. We have scheduled a Awards Presentation Day on 1/9/2024 before our LMES PTA Meeting.

The Health and Wellness Report was presented by President Brandi Davis. The flyers for the December/January event have been sent out.

The Volunteers Report was presented by President Brandi Davis. We are seeking volunteers for our Inclusive Game Night to be held on 1/18/2024.

The Events Report was presented by Secretary Nicole "Coley" McLaren. The Snowflake Bazaar had 350 meals served to members of the LMES Community. Our Silent Auction raised \$1,536 that will go to our Art Department for the Paint and Popcorn Night our LMES PTA will host in March. The Silent Auction was wildly popular! We will do this again next year before the holidays to raise money for the LMES PTA. We may potentially do another Silent Auction prior to the Spring Carnival. Nicole "Coley" McLaren will brainstorm ideas with the event committee volunteers to determine the best course of action for the Spring Carnival.

The Snowflake Bazaar had many attendees but they did not stay until the end of the event and did not frequent the Marketplace like we had anticipated. After speaking to Financial Secretary Nicole Richardson, Nicole "Coley" McLaren discovered in past years the Marketplace Vendors were posted along the hallway leading up to the cafeteria. This is something to consider for next year's event.

Nicole "Coley" McLaren also discussed the pressing issue of requiring Vendor Insurance with LMES PTA as an additional insurer for this event. After speaking with our Snowflake Bazaar sponsor and independent insurance agent for Reynolds Risk Management (not affiliated with our LMES PTA insurance policy or vendor), he presented several scenarios that are imperative when we host events. The liability insurance helps to prevent our LMES PTA from any sort of situation that may occur. If a vendor or guest at our event were to get injured by a table, a product at a table, or suffer any sort of bodily or property damage during our event we would be covered. If someone were to get sick from our food or beverages at the event, we would be covered. While all hope that our guests are honest and truthful, due to the transparency of our Treasurer's Report each month, a desperate member of our LMES Community might seek the opportunity to get some quick money from our LMES PTA. It would be really sad to lose our hard earned Boosterthon money because we chose not to collect liability insurance paperwork from each of our vendors.

Nicole "Coley" McLaren provided several options for our future vendors including a single event insurance policy for less than \$50. President Brandi Davis informed us that it is an actual requirement by our Hanover County School Board that ALL Vendors must provide proof of liability insurance to participate in ANY school function outside of a strictly volunteer capacity (any event they sell goods/services at). Moving forward, it is the official LMES PTA Policy that we will not allow vendors to participate in our events without proof of liability insurance. The Board Members present were in agreement on this policy and will uphold this policy moving forward.

The Staff Appreciation Report was presented by Committee Chair Shelby Awad. The First Friday Popcorn events are going well. The teachers enjoy having popcorn to snack on. The next popcorn day is 1/12/2024. The Snack Cart is on 12/21/2024, Brandi Davis and Shelby Awad will run this cart.

Custodian Mr. Robinson retired this month. Principal Brad Davis mentioned he enjoys shopping at Walmart for fishing gear. It was decided that Secretary Nicole "Coley" McLaren will purchase a \$50 Walmart Gift Card and give it to Shelby Awad so it can be presented to Mr. Robinson when he stops in next week.

We also discussed instead of teacher gifts next year during the holiday season, we will ask parents to donate gift cards for the teachers instead. We can do a fun drawing for each of them and they will be able to select their gift cards randomly based on the number they pull out as we drive the snack cart through the school. It would be a fun way to give teachers a thank you, and make sure that they know how much they are appreciated.

The Hospitality Report was presented by President Brandi Davis. She asked the Board Members present if we knew what snacks would be provided at the Inclusive Game Night. None of the members present knew what the DEI's plan was for this.

Brandi Davis presented the dinner for our volunteers. It was determined it would be a potluck style dinner for our volunteers before our last General Membership Meeting of the school year. The date is TBD.

The Diversity, Equity and Inclusion Report was presented by President Brandi Davis. The Inclusive Game night is scheduled for 1/18/2024. There were several questions asked to the board members present at the meeting. Principal Brad Davis asked us if we knew what the committee meant by "Inclusive?" He also asked what games would be played? Brandi Davis asked how many volunteers they needed? She also asked if either of the DEI committee co-chairs had reached out to Jennifer Sestek for Volunteer Coordinating? None of the board members present could answer these questions. Secretary Nicole "Coley" McLaren and Principal Brad Davis were in agreement that the most important question to answer immediately was clarification on what "inclusive" means for this event. Based on the pushback from the prior year's inclusive carnival, it is important to clarify inclusivity on the flyer to avoid aggression from the LMES community. Brandi Davis nominated Nicole "Coley" McLaren to follow up with the DEI committee co-chairs for clarification on each of these questions and to make sure the answers are provided to the rest of the executive board members.

#### **Other Reports:**

The Nominating Committee Report was presented by President Brandi Davis. Secretary Nicole "Coley" McLaren will chair this committee. The Nomination Committee Members are: Treasurer Jacqueline Nelson, Juanity Hall, and Shelby Awad. The Nomination Committee will meet in February to determine the names they will present to the Executive Board for next year's Executive Board Elections.

The Hanover County Council of PTA's will hold the Refelctions Award Banquet starting at 3pm on 1/27/24 at Atlee high School.

The next LMES PTA Executive Board meeting will be held on 1/9/2024 at 6:30pm here at LMES.

The Next General Membership Meeting will be held on March 21st before the 2nd Grade Performance.

**Adjournment:**

President Brandi Davis moved that the meeting be adjourned, and this was agreed upon at 7:10pm.



Secretary Signature

3/6/2024

Date of Approval