**Meeting Minutes**

PTA: Southwood Elementary School; General PTSA Business Meeting

Date: September 12, 2019

Time: 5:30 p.m. –6:00 p.m.

1. **Call to Order:** The general business meeting of the Southwood Elementary PTA was held in the Media Center of Southwood Elementary School on Thursday, September 12th , 2019. The President Marie Claggett called the meeting to order at 5:40pm. The following members were present

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| Marie Claggett | Stacey Tanenbaum | Coral Torres |
| Malorie Torres | Shani Beaux | Leasidas Arce |
| Linda White | Sandra Arce | Evelyn Cipriano Bernard |
| Crystal Lacsamana | Adrea Francisco | Nena Williams |
| Suheyn Zambrano | Kevin Mansoor | Diane Gates |
| Veronica Munoz | Mariam Mansoor | Ashley Scott |

1. **President’s Report:** Marie Claggett welcomed families and reviewed ongoing communications.
2. **Introduction of the Board:** Marie Claggett introduced the members of the board.
3. **New Business**
	* **Election of Officers**
		+ The committee presented 2 new volunteers for the executive board. Leasidas “Ledin” Arce for Treasurer and Megan Durrance for Vice President. All in attendance voted in the affirmative for both candidates and we welcomed Leasidas and Megan to the Board.
4. **Treasurer’s Report:** Current Cash on Hand - $4618.13, We are currently collecting monies for spirit shirts & memberships and have yet to pay for the merchandise. The annual proposed budget was presented and approved. Marie Claggett motioned for the approval, Leasidas Arce seconded and all in attendance voted in the affirmative.
5. **Fundraising Chairperson’s Report:** Linda White
	* **Spirit Nights**
		+ Upcoming spirit night at McDonald’s on Thursday, September 26th from 5 – 7pm
		+ We are still waiting to hear what our fundraiser amount was from Chick-fil-A
	* **Holiday Shop** – The holiday shop will be supplied by Wonderland Gift Shoppes this year. An overview of the shop was given and the dates of the fundraiser reported to be December 9th – 13th . Parents were notified that we will need volunteers to run the gift shop.
	* **Fall Catalog Fundraiser** – Our largest fundraiser of the year will kick off on September 24th and run until October 11th. An overview of the catalog merchandise and price points were given.
6. **Events/Programs Chairperson’s Report:**
	* Teacher’s Welcome back Breakfast was hosted on the teachers first day back from Summer break.
	* Grandparent’s Breakfast was hosted on Monday, September 9th and was a great success we had approximately 200 people in attendance. We invite grandparents to get more involved in the PTA.
	* NED Show Assembly is coming up on September 24th, this is a character traits/anti-bullying program. YoYo’s will be on sale from September 24th – October 1st to help support the cost of the assembly. There will designated areas on the playground for children to practice their yo-yo skills.
	* Fall Festival will be held on Wednesday, October 30th from 5 – 7 pm. Games, Inflatables and other activities and concessions will be available. We announced our pumpkin carving contest and encouraged students to wear their costumes to the event.
7. **Membership Chairperson** – We are currently at 100 members for this school year. That is about at 29% increase over last year. Parents were encouraged to join the PTA if they have not yet.

1. **Upcoming Events**
	* NED Show – September 24th
	* Yo-Yo’s On Sale - September 24th through October 1st
	* Spirit Night at McDonald’s @ Waterbridge – September 26th from 5 – 7pm
	* Believe Kids Fundraiser – Kickoff September 27th , Ends October 11th
	* Fall Festival – October 30th 5- 7pm

Meeting was adjourned at 6:01 pm.

Respectfully Submitted:

Shani Beaux