

BENTWOOD PTA

STRATEGIC PLANNING MEETING MINUTES 2023 – 2024



DATE, & TIME: Saturday, 07.08.23, 11am-4pm

MEETING PLACE: Bentwood Elementary School

ATTENDEES:

- Elaine Ogden, President*
- Erika Walker, Vice-President*
- Lori Ferber, Treasurer*
- Shelly Bundschuh, Communications coordinator*
- Cory Ozbun, Fundraising & events coordinator*

- Marc Mackey, Fundraising & event coordinator*
- Kelsey Heavin, Hospitality coordinator*
- Carrie DeVries, Teacher Representative *
- Sharon Ingebrand, Principal*
- Guest:

*Voting member, quorum is more than 50

| TIMING | TOPIC | INFORMATION & DISCUSSION | ACTION | RESPONSIBLE PARTY | TARGET DATE |
|------------------------------|----------------------------|---|----------|-------------------|-------------|
| INTRODUCTIONS 2023 WRAP-UP | | | | | |
| July Wi-Fi | OPS233 Guest: 8?V7rx=@mdtF | | | | |
| 11AM | Welcome & Team Building | <ul style="list-style-type: none"> • Name, position, child(ren), grade(s) • What keeps you busy during the day • If you could switch legs with an animal, which animal and why? | Share | Elaine | N/A |
| 11:20AM | Meeting Minutes | May Minutes Discussion: <ul style="list-style-type: none"> • When approving, approving that minutes reflect what was discussed and voted upon at last meeting • All on the board are voting members • Received motion and second | Approved | Shelly | June |
| ROLES & RESPONSIBILITIES | | | | | |
| 11:25AM | Mission Review | Enhancing lives by supporting and serving our students, families and staff through inclusion and collaboration. | Inform | Elaine | N/A |
| 11:30AM | Bylaws | Bylaws on Bentwood PTA page Discussion: <ul style="list-style-type: none"> • Purpose to guide board | Inform | Elaine | N/A |

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| | | <ul style="list-style-type: none"> • Please review prior to August meeting as only been active one year • If parts need to be discussed, let Elaine know so it can be added to the agenda | | | |
| NOON | Expectations | <ul style="list-style-type: none"> • BOD expectations <ul style="list-style-type: none"> ○ Attend meetings in person ○ PTA members at every planned event w/PTA shirt ○ Support one another inside and out of meetings ○ Disagree and commit Discussion: <ul style="list-style-type: none"> • All agreeable to above • All committed to above • Elaine to work on getting shirts for new PTA BOD members | Approved | Everyone | June |
| 12:15PM | Goals | <p style="text-align: center;"><u>Review personal goal(s)</u></p> <ul style="list-style-type: none"> • Elaine <ul style="list-style-type: none"> ○ Create an easy to fill out, yet informative, report for committee chairs to send to the board as updates by 08.07.23 ○ Establish central place where BOD meeting minutes can be published for community to review by January meeting. • Erika <ul style="list-style-type: none"> ○ Demonstrate transparency & openness by sending a quantitative survey to all Bentwood parents allowing them to vote on fundraising categories (e.g., landscaping, PA system, etc.) ○ Incentivize more parents to be more involved by overtly communicating PTA needs both big and small • Lori <ul style="list-style-type: none"> ○ 1st semester: implement new cloud based financial software ○ 2nd semester: create specific standard work instructions that are easy to follow and include all required reporting/actions • Shelly | All agreed on goals | All | Check in at October Meeting |

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| | | <ul style="list-style-type: none"> ○ Be more proactive than reactive – think ahead ○ Affirmation station for PTA ○ Form for social media post requests ● Cory <ul style="list-style-type: none"> ○ Connect with Sammie and get list of events by 08.01.23 ○ Find committee heads quickly ○ Pull in other creative ideas for fundraisers ● Marc <ul style="list-style-type: none"> ○ Meet or exceed last year’s fundraising goals ○ Get more involved in the community and with the committees ○ Come up with at least one new event ● Kelsey <ul style="list-style-type: none"> ○ Be well organized and plan well in advance ○ Follow up w/ volunteers to provide as much detail as possible; timely manner so things do not fall me ○ In general, try to reach new volunteers (not same people all the time) ○ Make sure all staff are feeling the love (look for new, creative, easy ideas) ○ Make sure to share how we do this to our families/communities - big kudos to the volunteers! ● Carrie <ul style="list-style-type: none"> ○ More consistent, proactive in sharing the minutes with the teachers to help them understand how mindful things are discussed ○ Platform for feedback from teachers ● Sharon – TBD <p style="text-align: center;"><u>BOD Goals 2-3</u></p> <ul style="list-style-type: none"> ● Find creative ways to communicate information with larger share of community ● Increase avenues for feedback from community ● Effectively communication the role and activities that PTA supports | | | |

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| 12:45PM | Break & grab lunch | Working lunch | | | |
| OPERATIONAL INFORMATION | | | | | |
| 1PM | Gmail & Gdrive | <ul style="list-style-type: none"> How to sign-in: bentwoodPTA101.1@gmail.com Change password each year vs. 2-step authentication <ul style="list-style-type: none"> Erika will monitor the email box Give her a heads up if you are expecting an email Gdrive – remove access to old members after this meeting | Inform | Elaine | June |
| 1:10PM | MemberHub (MH) | <ul style="list-style-type: none"> Log-in Store How to create Sign-up <p>Discussion:</p> <ul style="list-style-type: none"> Everyone needs their own sign on Lori will ensure everyone is an admin | Inform | Elaine Shelly Lori | ASAP |
| 1:10PM | Communication | <ul style="list-style-type: none"> Group decisions outside of meeting Individual preference (one on one communication) <p>Discussion:</p> <ul style="list-style-type: none"> Group decisions outside of meetings will be conducted on GroupMe, please leave communications to business only All individuals on the board prefer text messages for individual, quick communication | All agreeable to GroupMe and text messages | All | Now |
| 1:20PM | BOD Monthly Mtg | <ul style="list-style-type: none"> Pick Date for Monthly Meeting Report out template <p>Discussion:</p> <ul style="list-style-type: none"> Mondays seems to be best day | Decision: 2 nd Monday of each month (except Aug, Feb, March-1 st Monday) | Elaine | Send out meeting invites by 07.12.23 |

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| | | <ul style="list-style-type: none"> • Second Monday of the month works for most months except August, Feb, and March • Start as early as possible | from 5-6:30pm | | |
| 1:35PM | Budget Review/Draft | <ul style="list-style-type: none"> • Charge student service fee? If so, how much? • Every year needs <ul style="list-style-type: none"> ○ Field trips - \$6,000 w/ buses ○ 5th grade events ○ Staff appreciation ○ Leader in Me -> \$7,500 (principal funding cut again) • Fundraising items – do we survey monkey people on where the fundraising \$\$ goes after we do the annual things?? <ul style="list-style-type: none"> ○ Cover for outdoor classroom (need quote) ○ PA system improvement in the gym ○ School landscaping ○ Gaga ball pit ○ Tetherball poles do not have balls ○ Finish pod furniture -> ~ \$20K ○ Criteria for Amazon Wish list <ul style="list-style-type: none"> ▪ Items everyone uses ▪ Meets mission ▪ Examples/current needs <ul style="list-style-type: none"> • Gym equipment • Clothes for nurse Burke ○ Other ideas – is there a way on community events to put a “donation jar” out? • Set Budget <p>Discussion:</p> <ul style="list-style-type: none"> • Continue student support fee | Fun Run approved, budget approval tabled to August meeting | Lori | 08.07.23 |

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| | | <ul style="list-style-type: none"> • Be EVEN MORE transparent with what it goes toward <i>It costs \$48 per child to go on field trips, classroom subscriptions, and student/staff treats each year. Not everyone can afford the \$50, please consider paying at least the \$50 and sponsoring another student if you can!</i> • Fun Run this year for “Leader in Me” <ul style="list-style-type: none"> ○ No individual prizes ○ If school hits \$7,5000 raised, entire school gets ice cream ○ Top grade by participation wins pizza party ○ Top classroom by money raised gets to dunk Dr. Ingebrand 😊 ○ Only one day for event ○ Advertise to parents at Town Hall with Sharon doing a talk about what “Leader in Me” is and how it benefits students on 09.26.23 ○ Launch fundraising on 09.29.23 at assembly • Think through what we want to raise \$\$ for by the August BOD meeting • Tabled the discussion for Amazon wish list • Budget reviewed – will approve at August meeting | | | |
| 1:50PM | Banking Needs | Switching Banks Discussion: <ul style="list-style-type: none"> • No issues with switching banks • Lori to start investigating • Motion received and second | Approved | Lori | ASAP |
| 2PM | Reimbursement & Payment Process | Treasurer policies <ul style="list-style-type: none"> • Credit cards held by president and treasurer only • Checks co-signed by 2 BOD members (Treasurer, President, VP) • Parent reimbursements: made w/in 1 week unless rush requested; parents must email receipt to treasurer or the PTA email • Venmo: not desirable | Inform | Lori | 10.01.23 |

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| | | <ul style="list-style-type: none"> Use Givebacks for all income generating actions (except Trivia Night - continue using Auctria -> cheaper and the committee knows how to use it) <p>Discussion:</p> <ul style="list-style-type: none"> Lori is working on standard operating procedures/job aides for the treasurer position so anyone (even without finance background) can do this position Lori will also be working on updating treasurer policy No one will be using credit cards except president and treasurer due to accidental charges in the past Venmo not desirable due to it has to be attached to an individual's account | | | |
| 2:10PM | Break | | | | |
| 2023 – 2024 TASKS | | | | | |
| 2:25PM | Calendar of Events | <ul style="list-style-type: none"> Review calendar of events spreadsheet that was created on excel spreadsheet Ensure it contains <ul style="list-style-type: none"> District dates such as conference days, Fall, Winter, Spring breaks, Professional Days District Site Council Meetings Last year's Bentwood events such as back to school nights, field trips, Blue Jay Singers Concerts, field day, 5th grade event, Talent Shows, etc. Pick Dates for events <p>Discussion:</p> <ul style="list-style-type: none"> Erika – potential survey monkey on which activities to bring back for the next school year. Have completed in past, but low participation and usually do not answer questions, just send negative feedback Still need district council dates Town Halls: <ul style="list-style-type: none"> Fall: Tuesday, 09.26.23 | All agreed, Elaine to discuss with Sharon then finalize | Elaine | 08.07.23 |

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| | | <ul style="list-style-type: none"> ○ Spring: Tuesday, 03.26.24 ● Fundraisers: <ul style="list-style-type: none"> ○ Fun Run: Friday, 10.06.23 ○ Taekwondo: Monday, 01.22.24; Wednesday, 01.26.24; Monday, 01.29.24; Wednesday, 01.31.24; Saturday, 02.03.24 ○ Trivia Night: Saturday, 02.24.24 ● Community Events <ul style="list-style-type: none"> ○ Trunk-or-Treat: Friday, 10.26.23 ○ Glow Night: Friday, 04.12.24 ● Other fundraisers or events: Attitude of Gratitude, 11.06.23-11.10.23 | | | |
| 3PM | Committees | <ul style="list-style-type: none"> ● What committees are needed? ● Who would like to liaise to which committee? ● Which to start NOW? <p>Discussion:</p> <ul style="list-style-type: none"> ● Needed Committees: <ul style="list-style-type: none"> ○ Blue Jay Welcome ○ Second Room parent (Katie Neff lead, need co-lead) ○ Fall fundraiser ○ Trunk-or-Treat ○ Spirit wear ○ Trivia Night ○ 5th grade committee ○ Hospitality ○ Marquee ● BOD will handle the following events w/o a committee <ul style="list-style-type: none"> ○ Kindergarten welcome* Thursday, 08.03.23 ○ Sneak-a-Peak* Tuesday, 08.08.23 ○ First day of school Tuesday, 08.11.23 | All agreed | All | June for all, Aug for Spring |

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| | | <ul style="list-style-type: none"> ○ Back to school night* Thursday, 08.17.23 ● BOD will Liaise to the following committees: <ul style="list-style-type: none"> ○ Elaine – taekwondo fundraiser ○ Erika – 5th Grade, Glow Night ○ Lori – Marquee ○ Shelly – Spirit wear, Yearbook, Facebook ○ Cory – Trivia Night, Fun Run ○ Marc – Trivia Night, Trunk-or-Treat ○ Kelsey – hospitality, Room Parent, BJ Welcome ● Committees to start now <ul style="list-style-type: none"> ○ Blue Jay Welcome ○ Second Room parent (Katie Neff lead, need co-lead) ○ Fall fundraiser ○ Trunk-or-Treat ○ Trivia Night | | | |
| REMAINING TIME 😊 | Communication | Monthly PTA newsletter through MH | Inform | Shelly | Begin Sept |
| | Contact updates | Need to update with new board members <ul style="list-style-type: none"> ● MH ● Bentwood PTA Page ● Facebook ● Others?? | Tabled | Elaine | July |
| 4PM | Happy Hour | The Club (Lady Sykes Restaurant) – spouses/families welcome! | FUN | Hopefully ALL | June |
| WRAP-UP | | | | | |
| | Next mtg | Monday, 08.07.23 at Bentwood Elementary from 5-6:30pm | | | |

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