

Doxey Elementary PTA
August 2023 Meeting Minutes
Date: August 18th 2023 1:45pm

Attendees: Charitie Little, Sally Gamez, Holly Bastian, Maxine Afton, Jessica Alvey, Tim Weigle, Principal Dan Hansen, VP Monica Shears, Kristen Copeland, Rachel Ertel, Shannon Davenport, Heidi Sloan, Chenoa Gale

Motion to Open Meeting: Charitie Little
Seconded by: Sally Gamez

1. Budget - Members of the board used this time to sign the fiscal Management and Ethics/conflict of interest pages as required by the State PTA for our records for this year.
 - a. Approval of the 23-24 budget - Charitie Little is going to work with Jessica Alvey to make adjustments to last year's budget based on needs for this year. After they have completed this they will post the proposed budget to facebook where people can then vote to approve the budget. The budget must be approved by 10 people and turned in by Sept 1st. This will be completed over the weekend. To view the proposed budget please view the Approved Budget minutes posted.
 - b. Change of signers to the account - we have set a date of Aug 26th at 9am to have last year's board and this year's board meet at the bank to change the signers to the account.
 - c. Insurance and Yearbook checks - both have been written and prepared to mail. They will be mailed once the signers to the account have changed. Tim Weigle will be taking care of sending those off.

- d. Monthly Budget Review for July 2023 - No money was spent or received in the month of July. Please see the Monthly summary review attached at the end of minutes.

2. Approval of the 23-24 PTA Board

- a. The proposed Board for the 23-24 School year is as followed:
 - i. President - Charitie Little
 - ii. President Elect - Janelle Allison
 - iii. Treasurer - Tim Weigle
 - iv. Secretary - Sally Gamez
- b. Motion to approve board as listed: Kristen Copeland
- c. Voted in the affirmative: Charitie Little, Sally Gamez, Holly Bastian, Maxine Afton, Jessica Alvey, Tim Weigle, Principal Dan Hansen, VP Monica Shears, Kristen Copeland, Rachel Ertel, Shannon Davenport, Heidi Sloan, Chenoa Gale (Total: 13)
- d. Voted against: N/A

3. Fall Fundraiser - Spirit Run - Heidi Sloan is managing the fundraiser for this fall.

- a. Kick off Date - Sept 1st has been set for the kick off of the fundraiser. Heidi will be attending the School for a meeting with the students on this day to present the fundraiser. At this time they will also receive a flier, form, and envelope to take home to inform parents about the fundraiser and to start collecting donations.
- b. Day of the Spirit Run - Sept 15th has been chosen for the spirit run. Tara Nichol is compiling the times when each grade will be completing their run. Heidi has requested volunteers to help with the spirit run. She will be posting a signup genius to facebook and placing a note in the weekly school newsletter letting people know they can sign up to volunteer. Most supplies are already purchased. We still need to buy bracelets and look into a balloon arch for the starting line. Heidi will be looking into both of these.

- c. Promotion of the Spirit Run - Heidi has planned to promote through facebook, fliers sent home with the kids, and the weekly school newsletter. She will take care of making sure all of these items are taken care of.
 - d. Prizes - Heidi is looking into a number of options for prizes for those that participate in the spirit run. She will inform the board as to her ideas and will purchase what is needed once that has been decided.
- 4. School Play - Kristen Copeland will be running the school play this year. Mrs. Kearl will be the teacher assigned to help. We will be performing "Channeling Grimm".
 - a. Tryouts and weekly practice - Tryouts have been set for Sept 21st right after school. Two weeks before this Kristen will pass out the information and forms needed to the teachers for grades 4-6 so they can pass them out to the students who wish to participate. She will also create a flier that will be passed out to the students, posted to facebook, and will also be added to the weekly school newsletter so that parents can be informed as well. Kristen has requested a third person attend the tryouts to help with assigning roles. Weekly practices will be Thursday afternoons after school. The first practice will be Oct. 5th.
 - b. Props, costumes and other supplies needed - Once the play has been cast, Kristen will compile a list of what is needed for props, costumes, and other supplies. She will post this list to facebook and share in the PTA meetings to give people the chance to help out where they can.
 - c. Performance Date(s) and Location - The Play will be performed at Doxey Elementary this year in the gym. The performance in school for the students will be on Friday Jan 12th. There will be two performances done on Thursday Jan 18th and Friday Jan 19th in the evening in the gym for family, friends, and the community.
- 5. Reflections - Holly Bastian is in charge of Reflections this year.

- a. Promotion - Holly has completed a bulletin board in the school to promote Reflections. She is also making a flier that will be passed out to the students this next week. The flier will also be posted to facebook and added to the weekly school newsletter. Holly also plans to make a weekly post to both facebook and the newsletter as a reminder. She will be attending the house meeting on Friday Aug 25th to give a small presentation to the students about Reflections. They will also announce the Reflections House trophy award at this meeting. This trophy is to encourage the kids to participate in Reflections. The house with the most submissions will receive the Reflections trophy for this year.
 - b. Due Date - All submissions must be completed by Friday Oct 13th.
 - c. Judges - Holly will contact Mike Handy to see if his class will be able to Judge the entries again this year.
6. Volunteers needed for in school help - Sally Gamez will take care of requesting help for these assignments. She will make a post to facebook and a note in the weekly school newsletter 1-2 weeks before, requesting volunteers. She will then remind those that have signed up a day or two before those assignments.
- a. Hearing Screening - Sept 14th - 3 Volunteers needed (check with Tara Nichol on # of Volunteers), make a request for volunteers 1 week before, check with Tara Nichol what time this starts and ends
 - b. School Pictures - Sept 27th - 3 Volunteers needed (check with Tara Nichol on # of Volunteers), make a request for volunteers 1 week before, check with Tara Nichol what time this starts and ends.
 - c. Vision Screening - 6 Volunteers needed (check with Tara Nichol on # of Volunteers), make a request for volunteers 2 weeks before, check with Tara Nichol what time this starts and ends

7. Spirit Night - Cafe Zupas 9/19 - Holly Bastian set up this spirit night and will make the fliers, facebook post and post to the weekly school newsletter.
8. PTA Membership Raffle - We have a raffle for all those who join the PTA. The cut off date for this is Sept 14th at the School spirit night that Doxey is Hosting (School is in charge of this event but we will be having a PTA table at this). We have decided to get two gift cards. The first will be a \$25 gift card for Maverick and the other will be a \$25 gift card for Java Express. Charitie Little will purchase the two gift cards. She will also promote the Raffle by announcing it on facebook and creating a post for the weekly school newsletter.

Motion to close the Meeting: Kristen Copeland

Seconded by: Charitie Little

MONTHLY TREASURER'S REPORT

July 2023
(Month/Year)

Dexey Elementary PTA
(Name of PTA Unit)

BALANCE on hand as of

July 2023
(Beginning of Month/Year)

\$ 12,190.95

INCOME (by category):

TOTAL INCOME

\$ 0.

SUBTOTAL

\$ 12,190.95

EXPENDITURES (by category):

TOTAL EXPENDITURES

\$ 0

Subtotal - Expenditures = Balance Forward

BALANCE on hand as of

July 2023
(End of Month/Year)

\$ 12,190.95

(This amount is "balance on hand" on next report)

Disbursement of monies collected but not belonging to unit:

National PTA _____ @ \$2.25 \$ _____

Utah PTA _____ @ \$1.75 \$ _____

Council PTA _____ @ \$ _____ \$ _____