

**PRMS PSA MEETING MINUTES**  
**General Meeting**  
**November 18, 2021 at 9:30 am**

In attendance: Michelle Plowey, Holly Muchnok, Rene Hoy, Rhea Corso, Birgitta Annal

1. PSA President Call to Order/Welcome Michelle Plowey
  
2. Secretary's Report/Minutes Addition Holly Muchnok
  
3. Treasurer's Report Rene Hoy
  
4. Past/Upcoming PSA Events/Fundraisers Michelle Plowey & Board
  - October Student Fall Festival – general review
  - November Student Skate Night – fundraiser (waiting on check) we had a lot of walk ins. Pre-registered 132, plus a line out the door for walk in attendance. Easy to work with, parents hung out in the lobby. Siblings did attend, though we promoted as student only. We get 50% of sales driven from PR. Looking at doing another one in March 2022 – possibly on a weekend. Discussed voting on a spring theme.
  - Possible NEW Seasonal Fundraiser: Lynch Creek Farm Wreaths and fresh greens/seasonal décor - 15% commission; Holly to explore
  - Review of October Staff/Administration Chic-fil-a appreciation lunch. Used \$50 CFA gift card. Well received and appreciated.
  - November Spirt Wear Sale – fundraiser (ongoing). No update. Also considering using a company like Lulu Lemon but currently not doing fundraising programs (consider again after Covid – likely spring conversation)
  - *December Winter Dance - on hold till further notice. Look ahead to spring and consider a 7<sup>th</sup> and 8<sup>th</sup> combo dance*
  - December Student Ice Cream Day – not a fundraiser - December 23<sup>rd</sup> is the last day of the year. Ice cream sandwiches were a big hit, worked with cafeteria (Diane Buckman). \$238.50 cost in 2020. Funds from PSSA snack. Would be great to get a photo to share on FB and social media channels to ensure parents are aware of what PSA is doing with donated funds.
  - December Holiday Shop Barnes & Nobles in Store & Online – fundraiser Book Fair (2<sup>nd</sup> week of December). Need to get it out in the Flash. Shop Fri/Sat + online for 3 days. Based on sales, we get a % or a gift card. In 2020 the gift helped purchase 40 books. Last year we were able to drive significant sales. Michelle to talk with staff about promoting.

- January Class of 2026 T-shirt orders - order form out first week of January to ALL students. Full class will be listed with consideration to decline name listed with Google form will allow families to “opt out”. Will go to last period teacher. \$10 is charge to student. This is a minor middle school fundraiser. Design is updated from similar 2020 for Class of 2026. Light heather grey with green print. Nice material.
- January 14 Zroni Fundraiser - out in Flash starting January 14th. Orders due January 26<sup>th</sup>; delivery February 9<sup>th</sup>; Super Bowl February 13<sup>th</sup>. \$400 was raised from 2020 event. We do stagger this fundraiser from Eden Hall timeline.
- February Winter Fundraiser - GetGo Tumbler – fundraiser (\$25 tumbler with PR logo – we make \$9ea). Allows for .79 refills with unique card.
- Other considerations: event nights might offer more value for expense/cost. Discuss options like Urban Air, Flying Squirrel, Cinemark, Movies in the Park – group to discuss options and explore newer concepts for events. Any ideas with raffles would need a small game of chance license.
- February 14<sup>th</sup> staff snacks & notes from students – would look for PSA donation. 2020 did small bags of treats/goodies. We offered an opportunity for kids to complete a google form and send note to teacher which we emailed (no cost). Online google form that we could cut/paste into personal emails. Overall expense was approximately \$185.
- March Student Skate Night Theme Party – fundraiser (waiting on dates)
- Spring Fundraiser - Garden Flag & maybe Pura Vida (takes a long time – production has been a problem recently for the bracelets. We may need to pre-order for the fall and is unique to PRMS. We can hold on garden flags)
- Spring Book Fair – looking into other ideas or vendors but consider not doing 2 in one school year.
- We have \$350 balance left from unused funds from meet the teacher. Can use for upcoming appreciation event.
- \$480 donated for staff donation – checks/cash/sent venmo funds in for this unique event. Much better than asking people to drop off food.

5. Other Notes: Restaurant Nights – discussed exploring other options; restaurants or food trucks

- These events are tabled for now... difficult to track.

6. Financial info: Minimum 2k to start the year; max reserve as a 99N profits cannot exceed 30-40k. The goal each year is to not spend more than we take in but do in fact spend much of what we raise. PRTV was able to be helped in 2020 by the PSA. What are tangible items that we could consider assisting with? We typically donate

funds (eg. 2020 Lifetouch rebate) about 2k toward RAMS WAY giveaways. Our account runs with about 8k balance. Each class graduates with appx. \$250 to the SGA as transition funds to the 9<sup>th</sup> grade and HS.

Discussion surrounding best use of any discretionary funds. Consider “Just Ask” opportunity for teachers to request classroom supplies, or is this duplicative of enrichment funds? Michelle to reach out for clarity with Dr. K.

#### 7. General questions

- Board Only to meet early January to work through some of our 2022 ideas and finesse the balance of the year event ideas and fundraising opportunities. Time and Date TBA.

**Next PSA Virtual Meeting is on Thursday, February 17, 2022 at 9:30**

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**Thank you for attending**