

## **Parent-Teacher-Cadet-Council (PTCC) Meeting Minutes**

Date: November 13, 2025

Time: 5:48 p.m. – 6:51 p.m.

Location: SMA High School

Prepared by: Areaka Jewell, Secretary

### **1. Attendance**

The following individuals were present:

- Amber Martin (President)
- Maria Urrestta (Treasurer)
- Areaka Jewell (Secretary)
- Desiree Salman (Grant Coordinator)
- Aiden Blair (Cadet)
- Brandon Blair (Cadet)
- Natalie Knipfer (Vice President, attending virtually)

### **2. Call to Order**

The meeting was called to order by President Amber Martin at 5:48 p.m.

### **3. Approval of Previous Minutes**

Minutes were received just before the meeting and will be reviewed and approved at the December meeting.

### **4. Treasurer's Report**

The Treasurer's Report was provided in printed format.

- Current balance: 25,878.25
- Coming out: \$240 yard signs
- Recent income: \$830 from spirit wear
- Expense: \$1480.211CC bill
- Awaiting refund from Olive Garden for a late food delivery during the Veteran Luncheon.
- Request to be made for a monthly breakdown of sales.

### **5. Committee Reports**

- Grant Coordination:
  - No new grants received.
  - Applications now require additional documentation.
  
- Merchandise:

- No more orders will be placed for limited-run shirts.
- Inventory count and sync with Angela needed to reflect available sizes online.
- October spirit wear sales totaled approximately \$1,700.
- Red shirt proceeds will be held until year-end unless needed sooner.
- Search ongoing for a prep parent to spearhead literacy efforts.
- Noelle Reynolds was recommended. Maria will reach out to her.
- Wreaths Across America shirts will be provided to cadets who sold 5 or more wreaths. All others will be available for pre-sale only.

## **6. Fundraising and Event Planning**

- Wreaths Across America: Yard signs, door hangers, and local engagements (e.g., Publix, Costco, Girl Scouts) discussed as promotional strategies.
- Toys for Tots is an administrative fundraiser and no-go for PTCC.

## **7. Veteran Luncheon Feedback**

- Food delivery from Olive Garden was delayed due to the driver being lost.
- Ice was miscommunications
- Despite the hiccups, the food was well received and photos turned out great.
- Possible refund of \$240 per school.
- Consider a designated pickup person next time.

## **8. Upcoming Events**

- Dec 1: WAA deadline for wreath sponsorships
- Dec 5 or 11: Eagle Flight Committee Meeting (follow-up by Natalie)
- Dec 6: Sarasota Christmas Parade (details pending from Angela)
- Dec 8–10: Dress down ticket sales during lunch (10:15–11:00 a.m.)
- Dec 9: PTCC Meeting
- Dec 11: Dress Down Day
- Dec 13: Wreaths Across America Ceremony
- Dec 16: Winter Concert
- Dec 18–19: Early Out Days
- Dec 18: Staff Holiday Breakfast
- Dec 19: Staff Holiday Luncheon
- Jan 22: Prep SPIN Night

## **9. Adjournment**

The meeting was adjourned at 6:51 p.m.