**Bryant PTSA meeting minutes**

**April 16, 2024**

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| **Time** | **Item** | **Owner** |
| 7:10 | **Welcome to April’s Board Meeting!**   * Run through agenda * February Minutes Approved (Steve moved, motion passed) * Land Acknowledgement * Arab American Heritage Month (Volunteer Committee) | Mary S. |
| 7:15 | **Partner Updates**   * Ms. Marshall – read the emailed updates * No Laser updates * Teacher updates   + Ms. Geist – SBA is starting 4/29 🡪 grades 3 and 4 have 3 and grade 5 has science [eageist@seattleschools.org](mailto:eageist@seattleschools.org)   + Dates got sent to parents, so please get kids to school on time and well-rested and well-fed | Mary S. |
| 7:20 | **Treasury Updates:**   * See budget slide attached * Actively using recess monitor budget, so will likely actually spend the budgeted funds * Silent Auction is $30k+ 🡪 met targeted amount (**thanks Mo!!**) * Blast is budgeted to raise $15k, but less pressure because of Silent Auction * Budget Committee – Vanya, Nina Mettler, Alice, Michael Polin   + **Michael suggested one final call for volunteers to make sure all interests are represented (DONE)**   + Lead Treasurer (Lead of the Budget Committee) and at least one Assistant Treasurer are on the committee, but need at least three other people * Blast questions/updates:   + Square issues     - likely a user issues, own two Square readers in the Blast equipment, transition to volunteer, need to have volunteers practice using the readers, could be wifi issues, need to just have iPads     - Must keep the money completely separate so it’s easier to do with cash although the PTSA has a PayPal account 🡪 really needs to have a separate bank account     - **David will look into looking at QR codes to use as a backup method**   + Raffle Committee – David needs to go over the legal issues before the Blast   + Gambling License – Jennifer in the Treasury Folder’s shared drive   + Accounting/Banker – Mary will likely sign up for the second shift, David will be there from 11-noon to set up the bank and then at the end of Blast to count and take care of the night deposit   + Cake raffle – reminder to sign up for cakes 🡪 goal of 100 cakes   + Call for volunteers – Steve will send out Sign Up Genius link * Increasing the budget for Islandwood – Mo is planning a fun run or at least another fundraiser to close the gap * Playground improvements 🡪 **Mary S will check about where Bryant is on the list**    + If safety concerns, cleanliness, small improvements, ask Ms. Marshall and can be a PTSA grant | David |
| 7:50 | **Volunteer Committee Update**   * Writer’s Celebration   + Have two leads confirmed   + Had two leads signed up in the past, both bailed when approached * Nominating Committee   + Mary F has a volunteer for the Nominating Committee, slow to step forward 🡪 Steve will step up recruitment   + Need to have the draft slate by May, need to vote by June   + **Mary F will send the email to current leads and board members to see who are interested in serving again next year and send the list of openings to Steve once compiled**   + Ask what grade the volunteers’ kids are in   + Board members should think about potential future Board members   + Meet and Greet?   + Current Board member commitments     - Mary S will be a Board Member at Large     - Jen S is unable to continue on as Secretary because will no longer be at the school     - Mary F will no longer be at the school     - Michael Polin and Matt Hunt are willing to sign up for Annual Campaign again     - David M has served two years as Treasurer and cannot continue, but will be on the PTSA     - Steve L is willing to stay in the role, will check with Hana D     - Anthony D will do matching funds * **Steve will ask the Weekly folks to bump up the section of call for Volunteers to the top** * **Steve will recruit leads for next year before the end of the year and pipeline them in** * **Steve will consider other channels for posting calls for volunteers (Kindergarten WhatsApp, etc.)** * **Steve will recruit for Amy Piper wants help finding a replacement for the yearbook and also help this year ASAP 🡪 graphic design, logistical coordination with the printer, taking orders, collecting money, etc.**    + For future years, form a fifth grade yearbook committee? * Track volunteer hours? Used to do it when had an official volunteer coordinator but no longer | Steve |
| 8:08 | **Community Engagement**   * Science Night – smooth handoff, went well, current leads will do it again next year * Art Night – coming up, * Grade level grants - $500 * Field Day – Tiffany C and Anna B are leading the organization, **Hana will reach out to Erin Johnson to get information regarding past year’s events** * Fifth Grade Graduation – pool party is June 18 at View Ridge Swim * Fifth and Kindergarten Graduation – **no dates yet, but Mary S. and Carrie will ask Ms. Marshall about it** * Couple of more field trips before the end of the year * Open House * Bike to Bryant – same leads as Walk to Bryant (Whitney Nakamura and Renee Leong) * SPARK (formerly Jump Start) - $3750   + Would be good to have dates before Open House so can let the new families know when it is and plan for it | Mary S. |
| 8:13 | **New Business/Q&A**   * **Mary S. and Carrie will send out emails seeking nominees for Volunteer Awards** * Carrie will meet with BLT on Thursday   + The school will come up with an updated Parent Handbook because current one is outdated 🡪 committee working on   + Need to let families know that it exists and where they can find it   + **Kristin will ask for the current version for posting or distribution** | Mary S. |
| 8:28 | **Adjourn** |  |

**Action Items:**

* David to make one final call for volunteers for the Budget Committee to make sure all interests are represented (DONE)
* David will look into looking at QR codes to use as a backup method for ticket purchases
* Mary S will check about where Bryant is on the list for playground improvements
* Mary F will send the email to current leads and board members to see who are interested in serving again next year and send the list of openings to Steve once it has been compiled based on responses
* Steve will ask the Weekly folks to bump up the section of call for Volunteers to the top
* Steve will recruit leads for next year before the end of the year and pipeline them in
* Steve will consider other channels for posting calls for volunteers (Kindergarten WhatsApp, etc.)
* Steve will recruit for Amy Piper wants help finding a replacement for the yearbook and also help this year ASAP
* Hana will reach out to Erin Johnson to get information regarding past year’s events
* Mary S. and Carrie will ask BLT about graduation dates
* Mary S. and Carrie will send out emails seeking nominees for Volunteer Awards
* Kristin will ask for the current version of the Parent Handbook for posting or distribution



\*\*Updated 11/14/2023

