

RC Hinsdale PTA
Executive Committee Meeting
Google Meet Video Conference
Wednesday, February 10th, 2021

Present: President Jackie Schlotterbeck, Treasurer Katie Panaro, Vice President Membership Thelma Post, Vice President Communications Danielle Reinhart, Vice President Programs & Grants Beth Wise, Vice President Volunteers Sara Knapke, Dr. Angela Castleman, Secretary Stacey Cammack

Call to Order

Meeting called to order by Jackie Schlotterbeck at 8:03pm.

Sign-In & Quorum

A quorum was established.

Jackie presented minutes from the December Executive Committee meeting for approval. Beth Wise made a motion to approve followed by Thelma Post as the second. Unanimous approval.

Treasury Items

Katie Panaro presented the January 2021 month-end report. She also presented a proposed amended budget in which we removed the budgeted amount for events that we did not and will not have this year (such as Candy Cane Corner). Our expenses for anything outside of dollars spent directly on students must be under 5% of the total budget. Based on current spending we are at 9.64% with the bulk of spending being in the staff appreciation category. We have cut the operating expenses as low as possible. We can possibly remedy the issue by asking for more donations. In past years we have held the annual fundraiser, so we have had a large amount of income. Based on that income the 5% number has been much greater. This proposed amendment also includes a \$500 budget for art and \$323 for music instruments. The Family Event budget has also been reduced and we propose to reallocate those funds to the new art and music expenses. Beth Wise made a motion to approve the proposed amended budget and Danielle Reinhart seconded. The motion passed unanimously.

Protocols/Chain of Command

Jackie Schlotterbeck requested that we refer to the standing rules and job duties prior to reaching out to others with questions. They are posted on Memberhub. We discussed setting standards regarding turn around, processing times and expectations on issues and requests. For insurance purposes, Jackie, Katie and Stacey are insured for the handling of money. Katie and Jackie have access to add to the Memberhub store because it is linked to our bank account. All the EC has viewing access to run reports in Memberhub.

Membership

Thelma Post reported that we have a total of 101 members. There was a discussion regarding potentially holding a membership drive event.

POW Approvals

Jackie presented the plan of work for the Fifth Grade Promotion. Beth Wise made a motion to approve. Thelma Post was the second and it passed unanimously. Jackie also stated that we will do a discount table to sell leftover spirit wear.

Castleman's Corner

Dr. Castleman shared how sincerely thankful they are for the support. She is hopeful that we will be able to execute Valentine's Day celebrations. They are grateful to have so many students back in the building and she reported that wonderful things are happening despite the challenges. If anyone has any questions or needs, please reach out to Dr. Castleman.

Programs & Grants

Beth Wise reported that there are two grants available to the school. Both the Outstanding School Nurse and Outstanding Educator award applications are due by March 15th.

Communications

Danielle Reinhart informed us that she is still receiving questions regarding if the teachers can still submit their classroom wish lists. Please continue to send the wish lists to the rchinsdalepta@gmail.com.

Volunteers

Sara Knapke thanked everyone who has assisted in planning the Valentine's day parties. Poseidon's Pizza is the next scheduled restaurant night on March 18th. Sara submitted another request to Chipotle which is tentative for April 21st. She has also submitted a request to Gold Star for May 13th.

Fundraising

Jackie Schlotterbeck announced that the spirit wear sale closed this week. The school supply kit information will go out next month. Jackie reported they are putting together a virtual talent show paired with a basket raffle (usually executed at the Spring Carnival). Dr. Castleman mentioned that we could potentially use the school video equipment for filming the participants. Information will be sent out in the next newsletter and more information will be discussed in the next General Membership meeting. Beth Wise made a motion to approve, and Danielle Reinhart seconded. The motion was unanimously approved.

Adjournment

Motion to adjourn by Beth Wise with Thelma Post as a second. Unanimous approval. Meeting adjourned at 9:38pm.

Submitted by Stacey Cammack, RC Hinsdale PTA Secretary