

Boston Harbor PTA

President Ben Higgins: president@bhspta.org

Membership Chairs – Peter Vu & Rachel Higgins: membership@bhspta.org

Secretary - Whitney and Patrick Holm: secretary@bhspta.org

Treasurer – Trina Delaney: treasurer@bhspta.org

Vice President - Chris Clem

Fundraising Chair: Jennifer Helseth fundraising@bhspta.org

Communications Chair – Kelly Clem: communications@bhspta.org

Activities Chair – Meghan Vu and Christina Evans

PTA Board Meeting Minutes **Wednesday August 17th, 2022 6:00p.m. @ The Harbor** All Board Members Present, Quorum met.

- 1.0 Welcome!
 - 1.1 Meeting called to order by Ben at 6:10
- 2.0 Secretary's Report (Whitney and Patrick H.):
 - 2.1 June Meeting Minutes Approval
 - 2.1.1 Rachel makes a motion to approve, Meghan seconded, and motion passes.
 - 2.2 No corrections to the Agenda
- 3.0 Presidents' Report (Ben H):
 - 3.1 Shed Cleanup Party
 - 3.1.1 Needs:
 - Lights
 - Dump Trailer would be helpful
 - Pallets (how many?)
 - Tarps?
 - Gloves
 - Masks
 - Old Clothes
 - 3.1.2 Plan to sort through contents separate between trash and keep.
 - 3.1.3 8/31 – 10am to 3pm is proposed time.
 - 3.1.4 Gate access?
 - 3.2 Appointing Committee Chairs
 - 3.2.1 Ben appoints the Committee Chairs:
 - Membership Chairs – Peter Vu and Rachel Higgins
 - Fundraising Chair – Jennifer Helseth
 - Communications Chair – Kelly Clem
 - Activities Chair – Meghan Vu and Christina Evans
 - 3.3 PTA Board & Member Meeting Schedules
 - 3.3.1 Patrick and Whitney to schedule a room for 9/14 for the membership meeting at 6pm at the school.
 - 3.3.2 Meetings will be 2nd Wednesday of the month:
 - September - Potluck
 - November – Harvest/Potluck
 - January
 - March
 - May
 - June
 - 3.3.3 Board Meeting
 - October at Ben and Rachel's
 - Holm's to set up sign up genius for Board meeting hosting.
- 4.0 Membership Report (Peter V and Rachel H):
 - 4.1 Membership Goal
 - 4.1.1 Last year actual was ~40%, this year will be 50% or 100 memberships.
 - 4.2 Back-to-school membership drive
 - 4.2.1 First class to 100% or the most members by the end of September wins a pizza party.
 - 4.3 Getting class lists
 - 4.3.1 There is a list of class rep options of about 1 to 2 people per class.

Mission: Actively collaborate with the administration to create a welcoming and positive environment by providing resources to enhance the learning experience; strengthen community relationships; and support students, families, and staff at BHS through our programs and activities.

Boston Harbor PTA

- 4.3.2 Can we get a list of the kids in each class? Ben to request from Jen.
- 4.3.3 Class list will help class communications as well.

5.0 Treasurer's Report (Trina D):

5.1 2021-2022 Audit

- 5.1.1 The audit will happen 8/29 at Rachel's house.

5.2 Signatures for new bank signers

- 5.2.1 Current signers are Peter, Lindsay, and Rachel
- 5.2.2 New signers will be: Ben, Chris, Trina, and Patrick/Whitney
 - Need a list of new officers to send to the bank.
 - Paper form will be coordinated by Rachel and Trina
 - Pete Helseth is a potential candidate for future treasurer and will assist with statement review.
 - 5.2.2..1 Rachel will send relevant information to the bank for Pete's contact info.
 - 5.2.2..2 Pete will attend audit also.

6.0 Activities Report (Meghan V and Christina E):

6.1 Volunteers Needed

- 6.1.1 Class Representatives
 - Some ideas per grade level.
- 6.1.2 Track Star Lead
 - Looking for a Track Star trainee
 - Maybe Whitney?
 - Christina will try and write an outlining describing the process.
 - MWF
- 6.1.3 Halloween Carnival Committee
- 6.1.4 Sign Up Genius paid Plan
 - Meghan motions to add a subscription line item to the budget to account for switching to the paid version of Sign up Genius (~\$110), Jennifer seconds it, and the motion is passed.

6.2 Ongoing Activities

- 6.2.1 Track Stars
 - Kelly will start a Track Stars Facebook Page
- 6.2.2 Garden Club
 - Linday Oram and Kat Bigler are running the club and planning activities.
- 6.2.3 Teacher Appreciation
 - Stock the teacher's fridge with items
 - Megan planning a questionnaire for the teachers to be able to personalize staff appreciation.
- 6.2.4 Other ideas?

6.3 Events

- 6.3.1 Back to school event
 - Ben to ask Jen about what day will supply pickup be.
- 6.3.2 Kindergarten 1st day event
 - PTA to have tissues in the library?
- 6.3.3 Halloween carnival
 - 10/29 – 5pm to 8pm
 - Can Celebrations donate a tent?

7.0 Communications' Report (Kelly C):

7.1 Update Website

- 7.1.1 The website has been updated and is more mobile friendly, still under construction.
- 7.1.2 Board members to test the website.

7.2 Start Instagram Account

- 7.2.1 Kelly is starting an Instagram for the club.

7.3 Improving communication with families

- 7.3.1 Monthly separate PTA email list vs only Friday Harbor Highlights?

Mission: Actively collaborate with the administration to create a welcoming and positive environment by providing resources to enhance the learning experience; strengthen community relationships; and support students, families, and staff at BHS through our programs and activities.



Boston Harbor PTA

- 7.3.2 Can we highlight board members with blurbs on the Facebook page?
 - Each board member to email a blurb and picture to Kelly for posting by 8/26.
- 7.3.3 Kelly to explore options to create an email newsletter.
- 7.4 Bulletin Board
 - 7.4.1 Christina E will maintain the bulletin board.
- 7.5 PTA email accounts preferences
 - 7.5.1 Peter to send out instructions on how to set up the email.

Meeting adjourned at 7:32 pm by Ben.

Mission: Actively collaborate with the administration to create a welcoming and positive environment by providing resources to enhance the learning experience; strengthen community relationships; and support students, families, and staff at BHS through our programs and activities.