

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: vicepresident@bhspta.org

Fundraising Chair - Jennifer Helseth: fundraising@bhspta.org

Communications Chair – Kelly Clem: communications@bhspta.org

Activities Chair – Meghan Vu and Christina Evans: activities@bhspta.org

PTA Board Meeting Minutes

Wednesday October 5, 2022 6:00p.m. @ The Higgins' House

Present: Chris Clem, Kelly Clem, Trina Delaney, Jennifer Helseth, Ben Higgins, Rachel Higgins, Meghan Vu, Peter Vu

Not Present: Christina Evans, Patrick Holm, Whitney Holm

- 1.0 Welcome!
 - 1.1 Meeting called to order by Ben at 6:11pm
- 2.0 August Meeting Minutes Approval (Secretary's Report)
 - 2.1 August Meeting Minutes Approval
 - 2.1.1 Meghan makes a motion to approve, Chris seconded, and motion passes
 - 2.2 Corrections to the Agenda
 - 2.2.1 Addition of Fundraising Report after Membership Report (5.0)
- 3.0 Presidents' Report (Ben Higgins)
 - 3.1 Shed cleanup went well, plans to purchase organizational items as discussed at Sept. Member Mtg
 - 3.2 Upcoming schedules
 - 3.2.1 PTA Board Meeting: Wednesday, Nov. 2, 2022 @6pm (location TBD)
 - 3.2.1.1 Sign up genius for upcoming Board meeting hostings?
 - 3.2.2 PTA Member Meeting: Wednesday, Nov. 9, 2022 @6pm (Harvest/Potluck/Friendsgiving @5pm)
- 4.0 Membership Report:
 - 4.1 Membership Goal
 - 4.1.1 85/100! With an additional 11 invoiced, but not paid
 - 4.1.1.1 Reach out to class reps to push membership goal
 - 4.1.1.1.1 Class competition? May be too late for this year?
 - 4.1.2 Offer memberships (free) to all teachers/staff who are interested
 - 4.1.2.1 Rachel can email Roxanne about this
 - 4.2 After membership push, begin process of researching and prepping move from PTA to PTO
 - 4.2.1 Goal to present this in Nov. Member meeting
 - 4.2.1.1 Infographic
 - 4.2.1.2 Teacher support
- 5.0 Fundraising Report:
 - 5.1 Jennifer would like to explore the idea of an adults only early Spring event
 - 5.1.1 Auction
 - 5.1.2 Live music
 - 5.1.3 Location: Fire Station? Chris will ask his contact at South Bay Fire
 - 5.2 Boston Harbor water bottle stickers

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6.0 Activities Report:

6.1 Halloween

6.1.1 Carnival plans update

6.1.1.1 Plans coming along- Ben, Chris, Peter are leads on Haunted House

6.1.1.2 Patrick and Whitney are leads on parking

6.1.1.2.1 Exploring option of traffic ramps so families can park on the grass

6.1.1.3 Rachel is lead on inside of gym decorations

6.1.1.3.1 Decoration committee?

6.1.1.3.2 Roxanne ordered black paper for walls

6.1.1.4 Kat Bigler is lead on outside of gym and front decorations

6.1.1.5 Kelly is lead on volunteer coordination

6.1.2 Budget increase request- lots of items ruined in shed

6.1.2.1 \$1500 move from “movies” to “Halloween”

6.1.2.1.1 Rachel makes motion to approve, Peter seconded, and motion passes

6.1.3 Costume Swap event

6.1.3.1 Planned for after school Wednesday, 10/12/22 from 1:30pm-2:00pm

6.1.3.2 Kelly, Meghan, and Jennifer will be there

6.1.3.3 Tokens for those donating and picking out costumes

6.1.4 You’ve Been Booed

6.1.4.1 Meghan printed examples

6.2 Staff Appreciation

6.2.1 Miir cups for holiday gifts for staff

6.2.1.1 12 oz. Camp cups \$14

6.2.1.1.1 Total cost= \$3,746

6.2.1.1.2 Projected income= \$5,000 (40 gifted to staff)

6.2.1.1.3 Net projected income= \$1,254

6.2.2 Hold inventory, plan to recoup costs over course of two years

6.2.3 Jennifer to present under “Fundraising Report” at next member meeting (November)

6.3 Garden Club update

6.4 Track Stars update

6.5 Spirit Wear update

6.5.1 Should be arriving next week

6.6 November Movie Screening

6.6.1 cancel

6.7 November volunteer opportunity

6.7.1 Opportunity for families to volunteer at the the Thurston County Food Bank

6.7.1.1 25 participants

6.7.1.2 Meghan will reach out for more information

6.8 Holiday ~~Bazaar~~

6.8.1 New name: Holiday Bear Market

7.0 Treasurer’s Report:

7.1 Budget adjustments: extra kinder classroom allotment to Misc. PTA Expenses

7.1.1 Move to Misc. PTA expenses + insurance

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7.2 Insurance policy

7.2.1 Chris reviewed, stated that \$2M is current industry standard for liability coverage, suggests we increase for additional \$60

7.2.1.1 Peter makes motion to approve, Meghan seconded, and motion passes

7.3 Monthly Financials

7.3.1 September Revenue: Net \$722.29

7.3.2 Current cash on hand: \$27,250.12

8.0 Communications' Report:

8.1 Lisa Stave's Pumpkin Fun Run

8.1.1 Planned for during school on Thursday 10/13/22

8.1.2 Proceeds go directly to booster club

8.1.2.1 Lisa asks PTA to help with: token prizes, sign up genius/volunteers, sound system, popsicles

8.1.2.2 Peter will ask Brad Sandy about sound system

8.2 Directory

8.2.1 Last call in Harbor Highlights, then publish

8.2.2 Will not include link on website for security/privacy

9.0 Other Business

9.1 No additional business at this time

Meeting Adjourned at 8:24pm by Ben Higgins

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