

PTA Meeting Minutes October 8th, 2015

Attendees: Christine Sullivan, Elizabeth Schwartz, Susan Hans, Kaiya Korb, Andrea Cox, Michelle Nucci, Megan McDonough, Sara Arman, Shari Schoennagel, Deanna Sellars

Welcome, Sign In, and Introductions

WES Open House: Recap

Open house went well and had a good turn out. A few coupon books and T-shirts sold

School Directory: Recap

2 people still working on ads; Elizabeth to send file to Sue and Christine for proofing. Deadline is next week

Halloween candy donation drop box

Candy collection a week before Halloween set up in front entrance of school; donations for Loop Road residents

Open seats on PTA

Current open position is Vice President; role is to support President/
Treasurer hand off role is overseeing all financial aspects of PTA funding and budgeting, comfortable with QB and online banking

Set dates for our yearly calendar:

SBACS 2nd week of March for 4 week period

Book fair March 14 - 18 to run in conjunction with conferences

Teacher appreciation lunch Wednesday, May 4th

Green up day Friday, June 3rd

6th grade graduation June 7 or 8 (will be dependent upon the last day of school; could be later.)

Last day of school June 9th pending snow days

Bridge Street Brick

Waitsfield PTA to purchase brick

Ski and Skate Prep Meeting: Recap and Task sheet

2015 Ski and Skate Sale planning meeting

October 7, 2015

Attendees: Andrea Cox, Buny Downing, Sara Arman, Joshua Schwartz

Status of Volunteers/Staffing

- Identify big volunteer needs
 - roughly 60% of volunteer shifts are presently filled.
 - Sat 12-5, all day Sunday are light and need volunteers.
 - Kaiya to email families (tonight) to recruit volunteers.
 - Sara still needs assistant volunteer coordinator to work with her at the sale.
 - Waiting on confirmation from Beth Stern that she (Stepping Stones) will provide childcare on Sunday; this could help attract volunteers for that day.
- Sue Hans to oversee Pre-Registration
 - Confirmed pre-reg dates are Mon 11/02-Fri 11/13.
 - Andrea will send files to Sue with tags, etc.
 - Who has the pre-reg book? Kaiya to lo
- Thursday night setup? Still don't have someone to oversee. Andrea will reach out to someone who's on "Dream Team"/
- Parking on Friday?
 - Tom Young and Ali Hale covering 3:30-7; seeking lot monitor for 12:00-3:30 shift. Buny (?) was to ask Chrissa Hammond.

Marketing Update:

- Banner ready to hang next week; Andrea will get up as soon as we have it in hand.
- Poster status? When to start distribution?
 - Andrea to place posters and distribution worksheet in school lobby next week (by Friday October 16th). Stop and grab some to hang if you are able.
 - Discussed possibly hanging some posters around town this weekend with anticipated busy weekend at Sugarbush, MRG, etc. Andrea spoke with Audrey, who is quite busy this week preparing for SB community wknd but will try to find a window to update the poster. If we get the file before the weekend, Andrea will have some printed and reach out to committee members to hang some posters.
- Campaign signs - all set with signage/stickers? When to start distributing?
 - Audrey working on stickers with new dates/times and Andrea will apply them to campaign signs.
- Press Release
 - Andrea will follow up with Bear about it.
- Kaiya - volunteer link in school newsletter?
 - Sent direct email out today.
- MRG confirmed as sponsor
 - Also donating a Mad Card to be used in our raffle for volunteers!

- Andrea will confirm with Bear that we also have quad pack from Sugarbush

Financial/Sale Processing

- Sara in touch with Christine about supplies and also that we are light on experienced cashier volunteers.

Operations/Other:

- Most all vendors confirmed.
 - New this year: Waterbury Sports (boot fittings/tunings) - outside vendor, to set up tent outside building. Discussed requiring them to provide WES percentage of sales from potential boot fittings, to be fair to other vendors.
 - Also new: small clothing retailer Gravity Rules t-shirts - won't require racks or tables, just placing t-shirts in bins in clothing rooms.
- Potential kids' racing section in tent?
 - Per request, we will set up a separate racing section in the tent, with Chris Downing to oversee (Buny to confirm).
- Leftover helmets
 - Mountainside Ski Service (Brook Weston) noted helmets (new) that didn't sell last year came back a little beat up. Requested a volunteer at that station to help customers manage the product.
 - Andrea to follow up with Brook to let them know we cannot feasibly provide a volunteer to manage their helmet sales.
- Tent shifts: do we have volunteers for 4-8pm and 8-10am shifts?
 - No tent sleepers confirmed yet.
- Pre-registration: confirmed dates for pre-reg are Nov 2-13 (7:30-9:00)
 - Kaiya updated website with accurate dates
- Elizabeth has a friend who is a professional photographer and has offered to take photos at the sale for us

Next S&S meeting set for Wed, 10/28 at 7:00 pm.

Next PTA meeting Thursday, November 12th, 2015