

PTA meeting minutes, December 13, 2012

Attending: Elizabeth Schwartz, Connie Gaylord, Christine Sullivan, Kaiya Korb

Ski & Skate sale recap: The sale was successful and all went well; budget was made on the first day. Christine shared an income statement. We talked about the margin of error that we anticipate can occur through honest mistakes (typing the wrong number in, missing a tag/item) but we are concerned that we are not capturing almost \$2.6K of sales that we are paying out for.

- Cashiers: At check-out, have someone counting number of items and adding, then having a second person double check the math and items and the cashier verify that it is correct. Perhaps giving clear job descriptions for cashiers and door checkers would help – need to give clear cashier directions and training? Perhaps having cash box and items kept accountable to one another?
- Check-out: Have someone in the line help expedite the line by indicating how many numbers of items there are to the cashier.
- Overall training: We think more training ahead of the sale would be helpful—a standard email ahead of time to all volunteers? Training sheet on google docs that people get a link to? We should put together some more information about the hierarchy of jobs (if you haven't ever done a job, this is what you should do) Also, if we let people know that we are losing over 2.6K and trying to fix that, it might help further focus people on being careful in their work.
- One of the factors for us to address is our overall information system—where does the information get housed . We have this inefficient line of info going to Christine, then to Bear, then to Judi, etc. . . . needs to be cleaner.
- Informational system—we have concerns about duplication of work as a result of the technology system that we're using, as well as some errors that occurred in this session. This would be most productive to address with the people directly involved (Christine, Judi, Deb, Bear)
- Door checkers: We need to have a more thorough job of door checking on all doors (making sure people understand the importance of their job). We need more door checkers to expedite the process. A visual for the door check-out that shows what a good check-out looks like (number of items matches number on the tag).

Let's have a debriefing meeting to frame what should happen in the future. Elizabeth will call a meeting for this purpose; it would involve all of the committee heads.

Playbill/Directory: We agreed that we would give a playbill and directory to all who ran ads. Kaiya is following up on the play. Kaiya will ask families/kids re: feedback on the play (when it was, length, format). Kaiya will also seek out input from students and staff.

Winter Ski/Board Program: We decided to go on a case by case basis each year to determine if an alternate program would be run, continuing to ask families what they want to do. We talked about possibly rotating through options, including a x-country skiing.

Food Service: Feedback on food service program – idea of actively seeking input from families and kids. Kaiya will follow-up on it.