



## GENERAL MEMBER MEETING MINUTES

Tuesday, October 13, 2020, 6:30PM Via Zoom

### Call to Order

- The virtual meeting was called to order by Emily LeFlem at 6:37pm.
- Attendees: Jennie Boden, Matt Colby, Colleen Gagnon, Emily LeFlem and Lindsay Nye.

### Review of Prior Meeting Minutes

- The attendees reviewed the meeting minutes from the September 22, 2020 Member Meeting.
- Motion: Mr. Colby made a motion to approve the September 22, 2020 minutes. Ms. Boden seconded the motion. There being no discussion, the motion carried unanimously.

### Report of the Officers

#### Treasurer's Report

Ms. LeFlem provided the Treasurer's Report from September 2020:

	<b>Citizens Bank Checking</b>
<b>Balance as of 9/1/20</b>	<b>\$12,172.59</b>
<b>Deposits</b>	<b>\$304.75</b>
<b>Disbursements</b>	<b>\$0</b>
<b>Balance as of 9/31/20</b>	<b>\$12,477.34</b>

Mrs. LeFlem updated the committee that Mrs. Nye would be meeting her at the bank this coming Saturday to officially become the second signer on the account. She then reviewed the upcoming checks expected to be written in October. One check will be for the membership dues that have been collected. A second check for the Henniker Chamber of Commerce dues, \$50. A third check for \$99 to pay for the accounting software. These checks are budget items. There were no questions regarding the treasurer's report.

## **Unfinished Business**

- The Gaga Ball Pits- They are scheduled to arrive October 14, 2020. Mr. Colby reported that he spoke with the company today. It was discussed that the pits should be able to be constructed quickly.
- Bank Signer- This will be taken care of by Mrs. LeFlem and Mrs. Nye on Saturday October 17, 2020
- PTO conversion- Concern was raised regarding losing the Henniker PTA funds if chose to convert. Mrs. LeFlem discussed an idea of reaching out to the PTA Association and asking for information regarding what it means to be in the PTA and where the membership dues go and what they are used for. The committee will continue to work to increase membership.
- New Members- Discussion was held regarding setting up a paypal, venmo or apple pay account to receive membership dues easily. A suggestion was made to use venmo. Discussion was also had regarding making the membership form a google form. It was discussed that there are membership cards, do they need to be sent out? It was discussed that a Thank You email will be sent to new members which would include meeting information. Mrs. Boden will create an email database with all members to easily distribute information. Mrs. Boden will look into updating the membership form.
- Storage Unit- Mrs. LeFlem explained that she will go to the storage unit to make a list of items.
- Virtual Book Fair- The committee discussed the difference between the scholastic book flyer and a virtual book fair. The committee agreed to table the virtual book fair discussion until after the virtual fundraiser.
- PTA Website- Mrs. LeFlem will reach out to Mrs. Adamo, if unable to connect Mrs. LeFlem will begin a new Henniker PTA website.

## **2020 Fundraiser**

Mrs. LeFlem provided an update on virtual fundraiser options. Granite State Candies did not reply regarding a potential virtual fundraiser. Yankee Candle no longer does a virtual fundraiser. Jelly Belly jelly beans were looked at but there were shipping fees and did not seem appropriate.

Charleston Wrap was discussed. The positives of Charleston Wrap are that there are good student incentives, a parent informational video, 40% profit for PTA, it is virtual, items ship directly to families and there is a diverse amount of product and diverse price points. Creating flyers was discussed to promote the Charleston Wrap fundraiser. Mrs. LeFlem asked the Charleston Wrap company about their quality. A company representative stated that the company will make any complaint right. Mrs. Boden suggested that the PTA ask to see the 2 lowest price items. It was suggested to utilize the facebook page for promoting the fundraiser and use students to make videos. Mrs. LeFlem is going to ask to have a few catalogs to put in the office. An email can be sent to parents with the instructions and link to informational video. An information sheet would be sent home. Online orders ship within 24 to 48 hours and personalized items would take 10-14 days. The plan is to get the fundraiser up and going by early November.

**Mrs. Boden made a motion to move forward with the Charleston Wrap fundraiser. Mrs. Nye seconded the motion. The motion passed unanimously.**

## **New Business**

Tree Lighting- The tree lighting was discussed. Due to COVID-19 the typical tree lighting event will not be possible. The committee discussed possibilities considering it is an outdoor event. The committee discussed a holidays around the world theme. Members will think about ideas and discuss further at the November meeting. An idea was raised to showcase ornaments made by students on the facebook page.

## **Action Items**

- Mrs. LeFlem will get a list of members to Mrs. Boden.
- Mrs. LeFlem will look into the Venmo account and make sure the membership form is available to all.
- Mrs. Boden will update the membership form.
- Mrs. LeFlem will make a list of the items in the storage unit
- Mrs. Nye will meet Mrs. LeFlem at the bank and officially become the second check signer.
- Revisit the idea of Virtual BookFair after the conclusion of the fundraiser.

- PTA Website
- Charleston Wrap fundraiser- get up and running in early November
- Facebook page- utilize facebook to increase membership and showcase items in the fundraiser to increase participation in the fundraiser
- Tree Lighting- check if the lights work- discuss further at November meeting
- Post PTA meeting links

## **Adjournment**

- Our next meeting will be virtual on Monday November 9, 2020 at 6:30 pm. Mrs. Boden will send out a zoom link.
- There being no further business, the meeting was adjourned at 7:18pm

Submitted by:

Colleen Gagnon

Date: 10/25/20