

Area I Gwinnett Council of PTAs



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## **MEETING MINUTES**

### Area 1 Gwinnett County General Meeting

Tuesday, August 27, 2019

Brookwood Elementary School, 1330 Hollybrook Road Snellville, GA 30039

#### Call to Order

The meeting was called to order at 6:30 PM by Angela Banks-Spain, President for Area 1 Council. She acknowledged Executive Board members that were in attendance: **Ronald Showalter**, Vice President, **Pinal Patel**, Secretary, **Wytaria Henley**, Treasurer and **Kalina Thomas**, Webmaster/Communications Committee Chair.

Wytaria Henley verified that a quorum was established. Pledge of Allegiance was recited by entire audience.

#### Welcome

**Berney Kirkland**, Chief of Staff for Superintendent Alvin Wilbanks, gave a welcome. **Dr. Donna Ledford**, Assistant Superintendent was recognized as well. Berney thanked the entire Area 1 Board and made note she looks forward to an awesome 2019-2020 school year. **Everton Blair**, School board member, District IV, gave a presentation on the importance of PTA/PTSAs and its commitment to community volunteerism. He spoke highly about the proposed Area 1 Community service initiative.

Community partner, Chick Fil Snellville was recognized for their door prizes (gift cards).

#### Old Business

**Secretary's Report:** The minutes from Spring Awards dinner and general meeting held (May 7, 2019) at Shiloh Middle School were read by Pinal Patel. Minutes were approved and will be posted on the Area 1 website.

**Treasurer's Report:** The treasurer's report was delivered by Wytaria Henley. He provided financial a report on financial transactions for the period of July 1, 2019-August 26, 2019. A summary is listed below:

1. **Bank ending balance on 6/30/19:** \$9,426.74
2. **Uncleared check from previous school year** (check #1162: Louisiana State University). The \$500 has yet to be cleared.
3. Expenses: Convention/leadership training (\$207.07), Incorporation (\$55), PTA supplies (\$148.40), Website (\$247.39), Reflections (\$229), Scholarships (\$500), Local Unit assistance (\$205)

4. **Bank balance on hand** as of 8/25/19:\$8,030.36

There were no questions. The report will be retained and filed for audit.

**2019 Audit Report:** Wytaria presented the audit findings. The auditor found all financials to be financially correct. General membership approved the audit and its findings for the 2018-2019 school year.

### New Business

**Community Service/Twinning Project:** The community service project for the homeless community in Gwinnett County was proposed (**Socks of Love/Purses from the Heart**). Its purpose is to actively involve the council and its local unit PTA members through volunteerisms. Socks/purses would be filled with toiletry items and gently used blankets will be distributed to the homeless community. Data obtained from United Way were presented and listed the catchment area of where the homeless community populated.

**The Twinning Project** was presented. Its purpose is for local PTA units (elementary, middle, high school) to convene a small informal group to discuss effective PTA partnership with our schools. They would “twin/pair up” with a PTA that has new leadership. The proposed dates were discussed, and meeting locations were approved for this initiative Elementary PTA units(Host: Brookwood Elementary), Middle school PTSA units (Host: Lilburn Middle School on 9/18/19) and high school PTSA units (Host: Parkview High School on 9/24/19).

Both initiatives were discussed and approved. The event will be promoted as a Great Day of Service to occur in October 2019.

### Reflections Update

Reflections PTA leadership training was a success. The training took place Saturday, 8/10/19 at Shiloh Elementary School. Angie Dover with Georgia PTA facilitated the training.

### Upcoming dates

**August/September:** promote and set deadlines

**October 17-18, 2019:** winners log and council take in

**November 2019:** Exhibition at Parkview High School

Reflections Chairs were encouraged to subscribe to our newsletter at [www.area1gwinnettpta.org](http://www.area1gwinnettpta.org).

**2019-2020 Theme:** Look Within

### 2019-2020 Proposed Budget

The proposed budget was presented. There was a question for the income line item: donations/grants (\$1,000). Membership discussed and agreed to proceed with the community service project even if the grant is not approved.

**Bank Balance (as of 6/30/19): \$9,381.14**

**Approved Income-\$9,000:** Council dues (32 schools@ \$250=8,000), Donations/Grants (\$1,000)

**Approved Expenses-\$15,596 (see below):**

**EXPENSES**

**PTA Admin Expenses**

Audit/Tax Prep Fees	\$	150.00
Bank Fees	\$	36.00
Bonding, Liability, Property Insurance	\$	330.00
Conventions/Leadership Training	\$	3,000.00
PTA Incorporation Renewal	\$	30.00
PTA Meetings	\$	1,000.00
PTA Supplies	\$	250.00

**PTA Communications**

Website	\$	300.00
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**PTA Programs**

Legislation & Advocacy	\$	250.00
Reflections	\$	2,000.00
Scholarships (750 * 5)	\$	3,750.00
Cluster Training	\$	500.00
Local Unit Assistance	\$	1,500.00
Community Service	\$	1,000.00
Volunteer Appreciation Dinner	\$	1,500.00

**Subtotal Expenses** \$ **15,596.00**

**Total Expenses** \$ **15,596.00**

Questions were answered. Motion was made and carried to adopt the 2019-2020 budget for Area 1 Council of PTAs.

**Memberhub Overview**

Susan Honea, Membership Chair, Georgia PTA gave a presentation.

**The business meeting was adjourned by Angela Banks at 7:45 pm.**

**Post Meeting Training**

Due to time constraints, the 2 concurrent training sessions: Tools for PTA Treasurers and Grant writing for PTA Leaders were postponed and will be re-scheduled in the near future.