

Hollis-Brookline Middle School
September 16, 2014
General Meeting Minutes

A general membership meeting of the Hollis-Brookline Middle School Parent Teacher Student Association (PTSA) was conducted on Tuesday September 16, 2014 at 8:30 am at the Hollis-Brookline Middle School Conference Room.

Co-President Laurie Miller presided.

Board Members Present: Laurie Miller, Co-President
Mara Friedman, Co-President
Jeanette Hallerman, Vice President
Penny Arsenault, Treasurer
Terri Bair, Secretary

Also in Attendance: Patti Flynn, Assistant Principal
Darcy Hoey, Roberta Franzini, Maryanne Shanley, Kathleen Moynihan,
Laurie Toupin, Ellen Kotelly, Deanne Martin

Call to Order at 8:34am by Laurie Miller.

Introductions of all present.

APPROVAL OF MINUTES

Laurie Miller presented the minutes from June 17, 2014. A motion to approve the minutes as written was made by Maryanne Shanley, seconded by Kathleen Moynihan. Motion carried unanimously.

TREASURER'S REPORT

Penny Arsenault provided a written report of recent activities. Current treasury balance as of 9-16-14 was \$10,514.61. Motion to accept Treasurer report as presented made by Penny Arsenault, seconded by Mara Friedman. The motion was unanimously passed.

Over the summer, the audit was a success as the Auditor approved everything. Quicken software was updated, but it kicked out the PTSA account so Penny rebuilt it. Upcoming expenses are the filing fee & insurance. Insurance went up \$10 to \$65. We need to begin the budget process by the next meeting and signatories need to sign on the account.

Membership/Income Activity:
44 memberships, 46 directories for a total of \$322
\$145 for coupon books

\$1303 in donations (includes \$1000 from National PTA-we won the 2014 sweepstakes).

Laurie Miller asked if memberships & directories numbers were normal, they are low. Another membership notice will be sent to families.

VICE PRINCIPAL'S REPORT:

Registration days went well. The line in library was long, so next time they will consider having a second person to take registrations. This early registration program made the first day of school seamless for 7th graders, so it will be continued.

Maryanne Shanley stated Eric Horton may work on electronic registration for next year. Electronic registration would make the process a lot easier.

Thank you to Stacie DeJoie for volunteering to assist Patti with organizing school dances. Cost: ticket price will be raised from \$5 to \$7. They will be discounted to \$6 if purchased ahead of time, \$7 at the door. It costs \$500 to host a dance (\$250 for DJ, \$250 for officer). The price increase is in response to going over budget in past. To mediate the extra cost, items such as snacks or glow bracelets may be included as favors at the dance. Attendance needs to be about 84 to break even on dances. There were complaints about canceling last year's dance due to chaperones. In hindsight, the lack of chaperones should have been tweeted and more effort made to find chaperones. This year, the online sign-up form software, Sign-up Genius, will be used to sign up chaperones. There was also discussion of using the PTSA twitter and setting up a PTSA Facebook page for announcements. Laurie Toupin asked if there are requirements to chaperone, such as background checks. No requirements, but a chaperone must be a parent.

At HBMS, 409 students are enrolled. 196 in 7th grade and 213 in 8th grade. There were 22 new registrations this year, 11 in each grade, which is the most ever.

This year's Washington D.C. trip will cost \$685. Discussion ensued about affordability and fundraising, and concerns about distinguishing who would receive fundraising money. Patti will meet with 8th grade parents on 10/2 with the itinerary and cost, as the first payment due mid-November. A suggestion was made by Kathleen to give 7th grade parents a heads up about the cost. It will probably cost more than \$700 next year.

Further discussion of DC trip fundraisers followed and ideas presented such as the Scrip (Kathleen Moynihan is chair of the Scrips program) and Kidstuff coupon books. Jeanette Hallerman is chair of the Kidstuff fundraiser. It was suggested that the Kidstuff coupon book sales could help as a fundraiser for the DC trip. The coupons are for local activities and attractions. For every 5 books sold, students get a free book. It costs \$25 for the books. An acceptable strategy is needed for selling these. Kathleen stated 54 coupon books would need to be sold to send one child to DC. About 20 kids needed assistance to go last year.

UnitedScrip Gift Certificate fundraising program: People purchase gift cards and get 50% rebate towards your child's DC trip or alternative activities. The order form is on the PTSA website to print and complete. The order form is on the PTSA website and online, but using a credit card to order online reduces your rebate (can tie to bank account for debit payments). Laurie asked if our Scrips Program has the capability to recharge gift cards. Kathleen to see if we get credit for refilling a gift card. Purchasers' balances can be transferred/donated to other kids.

Laurie Toupin stated the Brookline Elementary PTO started a Scrip fundraising program as well. Funds go back to PTO. It was suggested we could work together to promote this.

Spirit Wear - Ms. Guay is chair and owner of the business that sells the spiritwear. Kathleen Moynihan offered to help, if no one else volunteers, or if Ms. Guay doesn't mind doing it alone. Deanne Martin has old T-shirts and equipment. They can be sold for a discount at open house.

NEW BUSINESS

Picnic tables: Penny Arsenault sent an 8/29 email regarding purchasing picnic tables for students to eat outside. It will cost about \$400 for 2 tables, they are 72" long and made of weather-resistant polyethylene. Motion by Laurie Miller to purchase tables up to \$400, seconded by Mara Friedman. The motion passed unanimously.

MEETING ADJOURNMENT

Motion to adjourn the meeting was made by Penny Arsenault at 9:41 AM, seconded by Deanne Martin.

Meeting adjourned 9:41 A.M.

Respectfully Submitted,
Terri Bair