



UTS PTA General Membership Meeting Notes
10/25/17--7 PM (UTES Cafeteria)

1. Meeting Called to Order at 7:10 PM
2. Pledge of Allegiance
3. Welcome to Members by President, Aida Swon
4. September 2017 Meeting Minutes Approved
5. Financial Matters
 - a. Report by Treasurer, Roger Stricker - In month of October, 8 checks written totaling \$1,808.99 and Deposits totaling \$340.50
 - b. Aida reminded everyone to attach receipts to reimbursements request forms in accordance with the UTS PTA Financial Code
 - c. Check book was left open for review by members. Anna Schustack reviewed the minutes..
 - d. Roger wrote check to Maria Moreno for Trunk-or-Treat DJ written out to DJ after Maria supplied invoice from DJ.
6. Aida notified members that NJ State PTA trained all new Executive Board members
7. Directory Spot
 - a. Directory Spot will be open to all UTS Families for the 2017 - 2018 school year
 - b. Sign-up sheets will go home week of Oct 30
 - c. Electronic notification to go out in Principal's weekly memos
 - d. Cost of Directory Spot is \$450/year. Will be PTA's gift to UTS families.
8. Membership Update
 - a. Welcome packets to go out in next couple of weeks
 - b. Still getting memberships coming in
 - c. Color membership forms that were sent home with kids seemed to work well
9. Square Reader - Aida
 - a. Square Reader could be used to process credit card payments at events
 - b. App could be loaded onto Board members phone
 - c. App would link directly to PTA bank account. It is noted that money can only be "deposited", not withdrawn from the account with the App.
 - d. Fee is 2.75% of transaction which is less than PayPal and other similar options
 - e. Aida has a square that we can use until PTA can get own. The device is free.
 - f. Will look into arranging for it's use at Trunk-or-Treat for memberships on Roger's phone.
10. Aida notified membership that Mr. Diaz approved the use of the UTES copier for black and white copies made after school hours if we bring own paper
11. Maria Moreno provided update on Trunk-or-Treat scheduled for Oct 28
 - a. So far 56 families registered for 91 total kids with 28 trunks to be decorated
 - b. Each Trunk will get a #. Each family attending with get to vote for their 3 favorite trunks.
 - c. Gift cards to top 3 trunks

- d. 29 middle schoolers have currently volunteered
 - e. Craft table will have tattoos, foam pumpkin, jack-o-lanterns - 200 of each
 - f. Dress your Mummy station - wrapping up friends in toilet paper
 - g. Bowling for pumpkins
 - h. Photo station w/Instax camera - each child get 1 ticket for 1 photo
 - i. Pumpkin corn hole
 - j. DJ will provide lights, music, guess the weight pumpkin and guess the # of candy corn
 - k. Volunteers to arrive at 4:30 and will set up. Pizza supplied for volunteers at 5:15. Will be free to go when cleaned up around 7:30.
 - l. At 7, DJ will move the party outdoors for trunk or treating
 - m. Custodian will be at school at 4
 - n. Kona Ice & Fired Up Flatbread will be in parking lot
 - o. Maria to send out a reminder email to volunteers and registered families. Reminder will include request for non-decorators to bring extra candy in case cars run out.
 - p. Current proceeds are \$450 in PayPal and \$20 in checks
 - q. PTA at entrance table
 - i. Roger to handle money. He will get \$200 starter cash in \$5s and \$10s.
 - ii. Will have membership forms and Directory Spot forms available
 - iii. Donation jar for Teacher Appreciate to be supplied by Tara Trego
12. Polaroid Instax Camera was purchased by the PTA
- a. To be used at Trunk-or-Treat
 - b. Melissa Hoffman would also use for Volley for Vets
13. Parent Teacher Conference Dinners
- a. Proposing to have dinners catered and request monetary donations instead of requesting members to supply food.
 - b. Tara Trego investigating choices. Will probably be around \$300/school/night.
 - c. Donations to be requested by email to PTA members. Also put notice on Facebook and in Principal weekly emails
 - d. Julie could set up Wufoo form with a button of suggested donation amounts (\$5, \$10, \$20)
 - e. Erin Palma volunteered to help get drinks, chips, etc.
 - f. PTA will pick up any cost over what is received in donations
14. Box Tops
- a. Will provide movie tickets as incentive to send in Box Tops instead of baskets
 - b. Set of tickets for each grade level and for staff
 - c. Discussion over best way to collect (stapled to a form or not)
 - d. Proposed collection period - Nov 1 - Nov 16
15. Tiger Clubs are coming back. Petra agreed to Chair Winter and Spring
16. Aida notified membership that Principals had requested help of PTA in regards to playground equipment, especially for UTMS. Will advise when receive a more specific request.
17. Smore Newsletter App
- a. Free App to easily prepare and send a PTA newsletter
 - b. Miguel to look into options
 - c. Aida had a family volunteer to Chair the newsletter committee
18. Meeting Times - Trying to make accessible to everyone so will continue to have rotating meeting times. Erin suggested coffee and donuts as incentive to join morning meetings.
19. Clothing Collection Bins
- a. Have A&E clothing collection bins in rear of UTS

- b. Earn \$120/month as “rent”
 - c. Miguel to find out what is accepted in the bins and what happens to the donations
 - d. Will put announcement in Newsletter once it is up and running.
20. Aida read Thank You Notes from teachers regarding the Book Fairs
21. Miguel gave update on 2017-2018 school year Mini-Grants & Assemblies
- a. 10 Mini-Grant requests received, 9 approved. The one was denied because the cost did not benefit enough children.
 - b. Miguel will reach out to teachers who did not submit a request for a Mini-Grant
 - c. Looking into possible field trips. Need to investigate liability of PTA for arranging field trips.
 - d. Looking to have 1 or 2 Assemblies per school
 - e. Kids really liked the Holly Rock Entertainment game show in the past
 - f. Other suggestions were Native American, Eye of the Wild animal show, etc.
22. Motion to adjourn. Meeting adjourned at 8:20.