

## MINUTES OF THE BRIDGE PTA EXECUTIVE COMMITTEE MEETING

Held on October 6, 2010 at 1:40 pm at Conference Room 1, Bridge School, 55 Middleby Road, Lexington, MA.

PTA Executive Committee Members Present:

Rebecca Reynolds Moore (Co-President), Justine Wirtanen (Co-President), Tricia Weisberg (Treasurer), Suzanne Lau (Secretary), Victoria Campos, Stephanie Mitzenmacher, Laura Schroeder and Cathy Smith.

PTA Executive Committee Members Absent: Guorong Zhu

### PROCEEDINGS

#### 1. Welcome

Rebecca called the meeting to order at 1:40 pm. All future Executive Committee meetings will start at 1:30 pm and run until 3:00 pm.

#### 2. Review Budget

Tricia reviewed the final budget for 2010-2011. This version was published in the B2H last Monday and will be presented to the PTA membership for approval at the PTA Coffee at 8:45 am on October 13, 2010.

#### 3. Membership Update/Directory Distribution

- a. Membership Committee Chair, Nikki Mackesy has reported that there are 210 members out of 377 families at Bridge. The membership deadline was extended by two weeks to October 15, 2010 to allow Nikki more time to contact families and encourage them to join the PTA. The Directory deadline has passed (September 30) and the directories have been printed.
- b. Tentatively set the date of October 12, 12:00 – 2:00 to prepare directories and PTA Membership cards for distribution, confirmation needed from Nikki.

#### 4. Minutes

The Minutes for the September 1, 2010 Bridge PTA Executive Committee Meeting were approved. Minutes will be posted on the Bridge Website.

#### 5. Upcoming PTA Events

- a. First PTA Parent Coffee Connection on October 13, 8:45 – 9:45 am in the Cafeteria. Meg Colella, John Harney and Superintendent Paul Ash will be present to meet and greet parents.
- b. Future Parent Coffee Connection dates will generally be on the 2<sup>nd</sup> Wednesday of the month. The cafeteria is reserved from 8:45 – 10:00 am on 10/13, 11/10, 1/12, 2/9, 3/9, 4/13, 5/11 and 6/8. Actual dates and topics to be determined by Stephanie and Victoria.

- c. PTA will be co-publicizing all-town co-sponsored PTA events in the community (e.g. 10/24 Meeting on Student Stress).

## 6. Fundraising

Rebecca prepared a list of fundraising initiatives by the PTA, non-PTA, 5<sup>th</sup> Grade Committee, Community Service Committee and Eco-Bridge. Community/Enrichment Initiatives were also included. The Executive Committee reviewed the list, made corrections and discussed the impact and scheduling of these activities on the families at Bridge.

## 7. MiniGrants and Teacher's Purse

- a. MiniGrant Program is a grant program with an application submission process and approval. Grants tend to be curriculum-based and generally range from \$200 - \$1000. Teacher's purse is a reimbursement program with budgeted amounts for staff (e.g. \$125 for full-time teachers).
- b. Laura and Victoria presented the 7 MiniGrant proposals received to date.
- c. The PTA has received two reimbursement requests for Teacher's Purse to date.

8. Space Advisory Resources Committee Update (formerly Enrollment Committee)  
Stephanie presented a status on this committee's goals and objectives. Enrollment is 519 as of 10/1/2010.

## 9. Other Discussion

- a. Replacement of Jean Sabatini  
Jean Sabatini resigned from the Executive Committee since her son no longer attends Bridge. Victoria will assume the role of PTA Liaison with the Hospitality Committee. Cathy will assume the role of Teacher Appreciation Breakfasts.
- b. Appreciation  
The PTA needs to assign responsibility for writing notes of appreciation to specific volunteers and Committee Chairs. Committee Chairs are responsible for thanking volunteers for their own events and donors directly on behalf of the PTA.
- c. LEF Trivia Bee  
Discussion of how the PTA can assist Bridge teams in raising funds for their registration fees for the LEF Trivia Bee.

Meeting adjourned at 3:05 pm.

Next Executive Committee Meeting Date: November 10, 2010 1:30-3:00 pm, Conference Room 1 at Bridge School.

Minutes Submitted by PTA Secretary: Suzanne Lau