

MINUTES OF THE BRIDGE PTA EXECUTIVE COMMITTEE MEETING

Held on June 5, 2012 at 1:08 pm at Tricia Weisberg's home, 69 Prospect Hill Road, Lexington MA.

PTA Executive Committee Members Present:

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

Absent: Guorong Zhu, Stephanie Mitzenmacher and Lisa Dinsmore (EC VP nominee).

Guests Present: Nimisha Asthagiri and Christie King (EC VP nominees).

PROCEEDINGS

1. Welcome

Rebecca called the meeting to order at 1:08 pm.

2. Minutes for PTA Executive Committee Meeting on May 8, 2012 and the General Membership Meeting on May 23, 2012 were unanimously approved.

3. Budget Review

Tricia reviewed the budget for 2011-2012.

- a) Stop and Shop fundraising income has not yet been received for this year.
- b) Membership and donations are on budget.
- c) General fundraising was below projections by about \$3000.
- d) Expenses were higher than budgeted largely due to the YES campaign donation and the Ruby Bridges event.
- e) Outstanding expenses include the 5GC spending for class party and moving up celebration, ACT 4th grade Mexican Fiesta, retirement gifts, ALOFT event expenses (about \$315), approved technology purchases.
- f) Membership this year was 272 members out of approximately 350 families.
- g) Next year's budget will likely include an expense for an accountant review of the PTA books.

4. Nominating Committee Update

- a) The PTA EC candidate slate was approved on May 23, election at ALOFT meeting on June 6.
- b) Major committees with vacant Chairs: Spring Fling, 5GC, Hospitality, METCO,

5. Wishing Well

A meeting was held last week with the Wishing Well Chair Shannon Amsler to discuss the operation of this committee and the role of the PTA role in the Wishing Well. While the program is intended to encourage in-kind gifts for the classrooms (items purchased directly by the parents), the Wishing Well team would like to accommodate check donations made to the PTA's Wishing Well program by parents who do not wish to purchase the items directly. In this event, the donation amount must include shipping expenses, tax and the actual cost of the item. This is also how the Wishing Well would handle donations pooled together by Room Parents. The PTA needs to continue to

refine and clarify the operation of this program and to improve communication between parents, teachers and the Wishing Well committee.

6. Membership

A Membership meeting is scheduled for June 8, 12:30 at Rebecca's home to discuss the integrated form for Membership, Directory entry, and B2H distribution. Directory information and the PTA membership application will be submitted at the same time. Online payments using Paypal incur a \$1.25 service fee. The PTA would like to encourage online membership sign ups for better accuracy and expediency and will absorb this fee. The PTA has not increased the Membership dues in 8 years. MOTION by Sue Kingsbury to increase the Membership dues from \$20 to \$25 for the 2012-2013 School year. The motion was seconded by Laura and approved by unanimous vote.

7. Fundraising

- a) The Fundraising committee will continue Wrapping paper, Luminary night, School Pictures, Stop and Shop, Target, Spritgear, Square 1 Arts and Barnes and Noble fundraisers.
- b) There are currently no plans for an onsite Book fair during the renovation. Instead, the PTA will hold an online fundraiser.
- c) 5GC – The EC will be drafting a guideline for the role of the 5GC and the expectations from the school and the PTA regarding 5th Grade activities and the fundraising. There are several parents interested in being on the 5GC but a Chair still needs to be identified.
- d) A Bridge Ball/Auction event still does not have a Chair or a date. Cathy will reserve a date on the calendar next in the event that a Chair volunteers between now and September.
- e) The Hair Cuttery would be agreeable to doing a Sunday fundraiser at their store.

8. Calendar/Upcoming Events

Cathy Smith is handling event reservations for Bridge next year, in priority at Clarke and then at LHS. Once a date has been identified as available, Committee Chair must complete the room reservation request and submit to Cathy to book the date. So far Math Night, International Festival and Kids Cooking Green have booked dates. Need to book Science Night and YES program. Also need to note the Lexington 300th events in the calendar.

6/6 PTA End-of-Year Reception and Annual General Meeting to elect officers and thank volunteers

6/6 – 6/8 5th Grade Nature's Classroom overnight camp fieldtrip

6/9 5th Grade graduation Party at Clarke 5:00 – 7:00 pm

6/12 Final Assembly 9:15 am, retirement gifts (presented by PTA)

6/14 5th Grade Graduation Day: Ceremony and celebration (cake and refreshments).

6/15 Field Day (parents BYOCoffee)

6/19 Final half-day of school and moving day (pizza lunch for staff provided by PTA)

9. Other

- a) Math Club: Angela, Guorong and John Zhu are in the process of organizing the Math Club.
- b) The Lexington 300th Committee will be working with our coordinator (TBD) to organize an historical figure at the first All-School Assembly on September 27, 2012.
- c) International Festival 2013 will be held separately by Bridge (a combined festival with Bowman was explored) on March 14 at Clarke.
- d) School technology needs – Rebecca will place a final order for the required items this week.

10. Communications

- a) The PTA letter that will be sent to families at the end of summer is due to Principal Colella by June 30.
- b) Summer PTA EC meetings are scheduled for July 9, 7:30 at Justine's home and August 23, 7:30 at Trish's home.

11. Wrap-Up

Rebecca concluded the meeting with thanks to the EC members with graduating 5th graders (Victoria and Suzanne).

Meeting adjourned at 2:52 pm.

PTA Reception and Annual General Meeting is scheduled on June 6, 2012 at 7:30 at Aloft Hotel in Lexington, MA.

Next Executive Committee Meeting Dates: 7:30 pm on July 9, 2012 at Justine Wirtanen's home, 37 Fairbanks Road, Lexington MA and 7:30 pm on August 23 at Tricia Weisberg's home, 69 Prospect Hill Road, Lexington MA.

Minutes Submitted by PTA Secretary: Suzanne Lau