



## IH PTSA BOD Meeting Wednesday, September 8, 2021

Via Zoom

### Our PTSA Mission

To expand educational opportunities and enhance the learning and social environment at IHS through programs, volunteers, advocacy, and financial support.

The meeting was called to order at 10:32 am by Kim Wilkinson. A quorum was present.

In attendance: Kim Wilkinson, Birgit Aarrestad, Tracy Drake, Tara Moe, Kaiyu Yan, Sathya Kannan, Lisa Small, Kristen Allen-Bentsen, Natasha De Los Reyes, Kendra Gallagher, Karissa Mobilia, Chanju Lee, Tracie Jones, Heather Bratton, and Wendy Cummins.

### President Report

- Will use virtual clipboards for Principal Meetings, preferred contact info, additions to the calendar, and for BOD and GM meeting attendance.  
<https://drive.google.com/drive/u/1/folders/15mlEAlpnPgb7C53uppqaXEOzZi3Eq2Xp>
- Please share volunteer information and pictures with presidents as programs and events are completed.

### Completed IH PTSA Activities and Events

- **Principal's Meeting** (August 3, 2021). Birgit Aarrestad & Kim Wilkinson attended with ASB Director Kurtis Evans. Answers to questions sent in email and posted on google drive.
- **Board Retreat** (August 25, 2021)
- **New to IHS Night Open House** & video (August 30, 2021)
- **Welcome Staff Luncheon** (August 30, 2021)
- **Picture Day** (September 2, 2021)
- **New Family Ambassadors Welcome Coffee** (September 7, 2021)

### Upcoming IH PTSA Events

- Sept 9, Curriculum Night
- Sept 16 - 18, WA State PTSA Leadership Launch
- Sept 17, IH PTSA Virtual General Membership Meeting- Speakers Erin Connolly & Kurtis Evans (Student Activities Director)
- Sept 18, SAT Practice Test
- Sept 21, New Family Ambassadors: Monthly meeting 3rd Tuesday 6:30 pm in Capri cellars
- Sept 22, Canvas Workshop for Secondary Families
- Sept 22, Staff Appreciation Breakfast
- Sept 26, ACT Practice Test
- Sept 27, Applying to Colleges in 21-22, IH PTSA College & Career Planning
- Sept 29, Family Access Workshop

- Sept 30, New Family Ambassadors: Twin Falls Hike
- Sept 30, ACT/SAT Score Feedback Session
- Oct. 6, IH PTSA Board Mtg
- Oct. 12, IH PTSA General Membership Meeting – Evening Zoom Mtg (Principal Connolly)
- Oct 13, Family Connections Q&A support session
- Oct 15, Grant Applications Due
- Oct 18, Teacher Work Day – no school for students
- Oct 20, Ask an Academic Advisor Night
- Oct 23, Homecoming Dance
- Oct 23, WA State PTA Legislative Assembly
- Oct 27, Staff Appreciation Breakfast
- Oct 29, PTSA Reflection Contest Due Date
- Nov 3. IH PTSA Board Meeting
- Nov 11, Veterans Day – No School
- Nov 12, IH PTSA General Membership Meeting

## Ongoing IH PTSA and Reports

### Secretary's Report--Tracy Drake

- Presented the minutes from the May 5, 2021, IH PTSA BOD meeting. The minutes will be filed as presented.

### Treasurer's Report--Tara Moe

- **Financial update**
  - starting the year with \$107k and estimate ending the year with \$84k (\$14k of restricted Angel funds) - goal is to have \$50k at end of year
- **Budget review and update**
  - recommend dropping PTH to \$22k
  - recommend removing Survey Monkey expense from Council Fees
  - recommend adding \$150 in income to Salmon Days
- **Gift cards**
  - discussed the need to document a gift card process - this will impact Outreach and Hospitality
  - all money granted/gifted should be reconciled with receipts
  - subcommittee to draft gift card policy will be established - present policy in October BOD meeting

### Membership—Wendy Cummins

- **Staff** Memberships = 6 - will market to Staff later this month
- **General** Total Memberships = 753 - target is 1,000
- Reminder: all board members and chairs must be members - Wendy will work with individuals to ensure they are members and will verify with VPs
- Discussed use of Member Planet and membership campaign for SOE

### Communications Update—Tracie Jones

- Tracie will send out an overview of Communications procedures

### Outreach—Karissa Mobilia and Chanju Lee

# DRAFT

- **Angel Program** - Power Pack distribution begins Friday; will set up fall Spirit Wear Shop
- **Ask an Academic Advisor Night** - October 20 in the evening - still in need of a chair
- **Family & Community Engagement** - have Spanish, Chinese, and Korean translators
- **New Family Ambassadors** - held first event on September 7
- Will create social media posts looking for chairs and educating folks on outreach programs

## Programs—Sathya Kannan and Lisa Small

- **College Webinar** - September 28 - Cynthia Seidel - Applying for Colleges 2021-22
- **College Test Prep** - ACT/SAT practice tests scheduled - September, January, and February; will confirm with principal that volunteers will be allowed on-site or if it needs to be moved to Zoom
- **Grants** - deadline October 15; will vote on in November 12 GMM
- **Reflections** - entries due by October 29
- **Senior Scholarship** - looking for Chair

## Events—Kristen Allen-Bentsen and Natasha De Los Reyes

- **Senior Events** - exploring the idea of an October Zoom meeting with senior parents discussing options; we will not be entering a contract for a senior celebration at this time
- **PE 5K** - will wait until later in semester to determine if we are able to provide volunteer help

## Hospitality—Kendra Gallagher

- **Back to School Luncheon** - hosted the event on August 30
- **Monthly Staff Breakfasts** - begin September 22
- have a student interested in helping with Hospitality so exploring student volunteer options

## Advocacy—Lauren Bartholomew

- **Legislative Assembly** October 23-24

## Best Practices—Heather Bratton

- **Standards of Excellence**
  - shows our PTSA is running a robust program
- **Training** - PTA and the Law covered; send Heather any training sessions attended (registration receipts)

## Presidents—Kim Wilkinson and Birgit Aarrestad

- **GMM** reviewed September 17 GMM PowerPoint
  - will add a slide with open positions
  - will vote on Molly Dorr for co-VP of Communications
  - will vote on Standing Rules, Mission, and Goals
  - will vote on Budget
  - Principal and ASB updates
- **Committee Chair Document** - reminder to send out document and request photos
- **Branding** - reminder: our name is IH PTSA (not IHS PTSA), utilize icon/banner for branding and QR codes
- **Grant Spotlights** - coming soon

12:11 pm      **Meeting Adjourned**

## Upcoming meetings:

September 17, 2021 GMM

October 6, 2021 BOD