

# DEWITT ELEMENTARY PTA

## General Meeting Minutes

Tuesday, December 3rd, 2024  
Schavey Road Elementary  
7:00pm - 8:30pm

**MEMBERS PRESENT:** Amanda Wolff, AnnMarie Szostak, Meg Decoster, Kaela Humm, Mallory Jansen, Nicki Cavanaugh, Katie Kiter, Melissa Martinez, Lori Smith, Mallorie Stephens, Andrea Lyons

### CALL TO ORDER

The meeting was called to order at 7:07 pm.

### INTRODUCTIONS

All in attendance shared their names and children's ages/schools.

### APPROVAL OF MINUTES

The Secretary presented the minutes from our November 2024 meeting. A motion to approve the minutes was made by Andrea and seconded by Mallorie. Motion carried. November minutes were accepted.

### REPORTS OF OFFICERS *(motions or recommendations for action are presented at this time)*

- President's Report - Amanda Wolff
  - Thanks to everyone for coming. It has been a busy few weeks with conference cuisine, denim and diamonds, and a new board. Recap of the special election: Jenna resigned from her position as president, Amanda volunteered for President, Kaela volunteered for secretary. Meg and AnnMarie asked for volunteers for board roles at the meeting and via emails, no one additional volunteered. Standing rules should be established to discuss some of the details not covered in the bylaws. Discussion of the vacancies and bylaws. On November 19, all members were informed of the new board. No major changes to events are planned. The board was officially announced:
    - Amanda Wolff, serving as President,
    - Meg Decoster, our Vice President,
    - Kaela Humm, our Secretary, and
    - AnnMarie Szostak, our Treasurer.
- Treasurer's Report - AnnMarie Szostak
  - Reviewed Budget as of December 2024
  - Taxes were completed. We are in compliance with the Michigan PTA. Updated insurance.
  - Secretary's Report - Kaela Humm - Membership Update - 64 Current Members, planning a membership drive.

### COMMITTEE REPORTS

- Building Representatives - Lori Smith
  - Reps needed for Herbison Woods and FECC.
  - Conference cuisine has been completed. \$1625 was raised, spent \$1512.97, \$112 will roll over to spring. Additional Diet Coke was put in fridges since it will expire before Spring.
  - Teacher grants email will be forwarded to building reps by AnnMarie.
- Communications - Amanda Wolff
  - Now that Denim and Diamonds is over, there is a lot less content. If anyone has suggestions of content, let Amanda know.
  - Facebook member chat is advertised as a perk for being an active PTA member so the group is going to be cleaned up. A post will be made to let people know that cleaning up the group will happen so they should join before that is complete.
- Bylaws - Meghan Schaar & Meg DeCoster
  - Waiting to hear back from Michigan PTA with their new template so we can update our bylaws. Both national and state PTA are increasing dues as well. Bylaws update is not due until 2025 so just getting a jump start.
- Audit - AnnMarie Szostak
  - Committee met in November, audit report was reviewed and submitted.
- Denim and Diamonds - Kaela Humm
  - Suggestions from the post event survey and from: We should consider if we want to do a live auction next year. The online auction was very successful and a larger audience would have allowed for more bids on our live auction items as well. Consider adding entertainment to draw people into the event or making this a family friendly event such as a spaghetti dinner for people to look at baskets and still have raffles. Basket coordinators: better communication of deadlines, do an optional meeting near the beginning of the school year especially for new coordinators, come up with a tracking system of money brought in versus money spent Auction site: consider a new auction site or see if givebacks has made improvements specifically to allow you to favorite items and possibly add the value of items and donors to the listing easily. Suggestion from Mallorie to have more of a formal event-a gala. Veteran's Day Weekend may impact attendance.
  - Discussed financials: Made a similar amount of money as last year: \$30,000 in gross revenue, \$11,000 in expenses. May need one additional fundraiser to make up for a couple thousand not made.
  - Winner of one live auction item did not pay for item. Open discussion about what to do in future event. Person was the first and only bidder so no second bidder was able to be contacted. Discussion of putting live auction online. Could take money immediately and then re-auction if it does not work out. Let people know there are additional rules/regulations on the website.
- Teacher and Building Grants - AnnMarie Szostak
  - AnnMarie emailed teacher grants in November. Two have been submitted so far. Generally meet once to review teacher grants. Mallorie, Lori, and Nicki are interested.

- STEM Night - Amanda Wolff
  - After the suggestion was made by Mel and Malorie to host events on Saturday when possible, we decided to move the STEM Event to Saturday, March 8th from 4-6pm at DeWitt High School.
  - This year, we decided not to apply for the National PTA grant. We currently have \$3,000 allocated to this event in our PTA budget and plan to do a similar concept to last years, but expanded wherever possible. If you would like to help with organizing, please let us know now or by reaching out in the coming weeks. We will need help with reaching out to local STEM professionals about having a table/booth as well as coming up with suggestions for possible activities/experiments for the kids to do.
  - Andrea said some need to be reached out to now, Michigan Learning Channel for example.
- Teacher and Staff Appreciation Week - Andrea Lyons
  - Andrea is interested in co-chairing TSAW for organizing food and logistics. Teachers have expressed interest in more food, less decorations. Aim lower and overachieve if possible. Andrea would like to own the communication with the volunteers. Meet separately in January virtually twice to set expectations. Amanda will call for volunteers in email in January.

#### **UNFINISHED BUSINESS**

- Culver's Community Share Night - December 16th 5-9 pm. Volunteers needed from 5-8 pm. Sign up genius is available in the Member Chat
- EDRU Skate Nights - January and April. No volunteers needed.
- Sip & Social - December 13 8-10 pm. Food and beverages are not provided by the PTA.
- Author Visit on March 12 - \$750 will be taken out of Other Events. HW assembly will be during the day. Author night will be open to community members. Looking to sell spirit wear at the event. Amanda has been in contact with Mrs. Ormsbee.

#### **NEW BUSINESS**

- Wednesday, January 8th is our next meeting and it will be at Herbison Woods

Motion to adjourn made by Andrea and seconded by Mallorie. Meeting adjourned at 8:50pm.