

# DEWITT ELEMENTARY PTA

## General Meeting Minutes

Wednesday, September 4th 2024  
Herbison Woods Media Center  
7:00pm - 8:30pm

**MEMBERS PRESENT:** Jenna Wey, Amanda Wolff, AnnMarie Szostak, Monica Eddy, Linda Reha, Alicia Ormsbee, Mel Martinez, Lori Smith, Andrea Lyons, Ashley Manning, Kaela Humm, Meghan Schaar, Krista Howard, Meaghan Decoster, Mallory Jansen, Malorie Stephens, Cassie DeReuter, Hiral Patel, Michelle Sabo, Rheanna Klunzinger

### CALL TO ORDER

The meeting was called to order at 7:05pm.

### APPROVAL OF MINUTES

Secretary, Amanda Wolff, presented the minutes from our May 2024 meeting. A motion to approve the minutes was made by Kaela and seconded by Ashley. May minutes were approved.

### INTRODUCTIONS

Jenna Wey led the introductions of everyone in attendance at the meeting.

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

- President's Report - Jenna Wey
  - Welcoming Address - Jenna thanked everyone for attending and for the work done in the past. She discussed the goals of the board for the coming year and our focus on inclusion, legacy building, and documenting processes.
  - Plan for 2024-2025 School Year - Jenna reviewed the calendar of events for the academic year.
- Treasurer's Report - AnnMarie Szostak
  - Present new budget
    - AnnMarie presented the proposed budget amendments to the approved budget from our May meeting. Kaela motioned to adopt the new budget, Meghan seconded. The group voted unanimously to approve and the budget amendments have been adopted.
  - Review Budget as of September 2024
    - AnnMarie reviewed the year to date budget and provided copies for the group.
  - Bank Updates
    - The PTA will stop using Huntington Bank as of 9/27/2024. A new account was opened at MSUFCU and all funds will be transferred to this account.
- Secretary's Report - Amanda Wolff
  - Amanda shared that as of tonight, we have 46 members. Clarified that only members are able to vote on motions at meetings or hold chair positions.

- Volunteer info will be shared soon.

## COMMITTEE REPORTS

- President to address our plan for committees moving forward
  - Jenna presented the board's plan for committees this year. Members should only chair one event per academic year if possible. We would like to have two chairs per event if there is enough interest. If there is a new member who would like to chair an event, we will add a mentor to help them. The board has created a process for running events including budget tracking, a dedicated PTA email per event, and folders on google drive.
- Denim and Diamonds - Kaela Humm
  - Kaela discussed Denim and Diamonds event that is taking place on November 9th. Volunteers are needed on the 8th and 9th for event setup. The team has already reached out to over 50 businesses. We have 3 sponsors and multiple item donations for the auction. Additional volunteers are needed to request donations both in person and virtually. Reaching out to local restaurants to host community share nights as pre-event sponsors. Basket coordinators are also needed for each classroom. She will be applying for the liquor license and raffle license this week. Meeting for D&D Volunteers is scheduled for September 18th at 7pm.
  - Motion to apply for Liquor License was made by Monica, seconded by Krista. The group voted unanimously to approve.
- Monster Mash - **Chair Needed**
  - Event will be on October 11th at Herbison Woods. Malorie Stephens volunteered to co-chair event with Mel Martinez. Krista Howard will serve as Mentor. Flyer has already been approved by Deb Smith. Amanda will create event
- STEM Night - Amanda Wolff
  - Moving the event to March.
- Communication - Amanda Wolff
  - Communication will continue on Facebook, Instagram and through Givebacks.
- Building Representatives
  - Jenna explained that we would like to have one lead building representative per school with 2-3 additional building representatives as support. See below for volunteer list.
  - FECC
  - Schavey
    - Lead - Lori Smith
    - Mallory Jansen
    - AnnMarie Szostak
    - Michelle Sabo
  - Scott
    - Lead - Rheanna Klunzinger
    - Monica Eddy
    - Lori Smith

- Krista Howard
  - Herbison Woods
    - Lead - Krista Howard
  - Floater - Andrea
- Bylaws - **Chair Needed**
  - Amanda will add Bylaws to the PTA website. Meghan Schaar and Meaghan DeCoster to chair and Amanda Wolff to assist.
- Teacher and Building Grants - AnnMarie Szostak
  - AnnMarie reports that we are moving the process to Google Forms and will be looking for volunteers to join the committee at a future meeting.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- Volunteers needed for Picture Day at Schavey - Sept. 23rd and 24th
  - Monica, Lori and AnnMarie Volunteered. Megan DeCoster is interested in helping as well depending on time required.
- IChat Volunteer Form must be completed by all volunteers in the schools.
- Homecoming Parade - Need Volunteers on October 4th.
- Conference Cuisine planning will be starting soon! - Building Reps will be responsible for planning and executing.

### **ADJOURNMENT**

Motion to adjourn by Meghan and seconded by Kaela. Motion carried. Meeting adjourned at 8:31pm.