**IAS PTA Board Meeting Minutes**

**Date**: 11/9/2017 **Begin Time**: 6:33 pm **Time Adjourned**: 8:20pm

**Members Present:**

Bianca Isom Natasha Wirz-Zavala Najah Husser Nicky Jones Calandria Owens Kari Schrock Tanisha Humprey (telephone) Lourdes Mendez (sec)

OLD BUSINESS

1. Spirit Night- Hawks: scheduled for 3/11, pricing options may be offered. More details will research by Najah and presented to the Board at later date.
2. Mentorship for the Executive Board from King Springs Elementary PTA: on hold now pending on communication response from the Kings Springs PTA Board contact (followed by Najah).
3. Family Movie Night: confirmed for Friday 12/8. Movie would be Justice League; plan to buy tickets ahead of time since reservation of theater is not allowed on Friday nights. Get signed slips and money starting on Monday 12/4; price is $5.00 and wrist bands will be used.
4. Asset Management software for book inventory aka Destiny Catalogue system
	1. Due date is 12/18 to use discount of $2,000; price $4,916 which can be pay in two payments.
	2. Pending: what budget item should go under since Technology budget item has been exhausted.
	3. Motion to vote by Nicky to approve expense, second by Bianca.

NEW BUSINESS

1. Approval of Minutes: no minutes to approve
2. Krispy Kreme Fundraiser:
	1. task under Calandria +Bianca
	2. send form to parents by 11/27 to be returned with collected money by 12/11. Item would be placed under the IAS PTA Store to facilitate credit card payment. Selling price for a dozen doughnuts would be $9.00, selling price at the store is $9.47. Proceeds would be $4.50/dz. Budget goal is $5,000.
3. Establish group norms by implementing PTA Mission Statement of our own. Assignment for each board members is to bring a one-line statement for our next board meeting.
4. Communication protocol among the board members:
	1. Email to the specific needed member see alignment chart. Currently in place group text.
	2. Begin weekly status conference calls: once a week for 15- 30 minutes long.
5. Governing IAS Board
	1. PTA Update in person presentation is no longer required since the update would be incorporated under the Principal Address at the IAS Board. Bianca and Natasha will meet frequently with Schrock to relate PTA business.
	2. School calendar for 2018-2019 and 2019-2020 will be determined to identify future early release days.
6. PTA Executive Board Alignment



1. Storage of Documents
	1. PTA Roster was updated and it’s under the Bianca shared folder.
	2. Lourdes is still working on getting G suite free for the IAS PTA to centralize all documents in one central location. The Team Drive feature has abilities to grant specific access to users as well as the ability to remove users; it provides higher security; it has features to ease search for specific documents. A short video was presented on Team Drive.
	3. Pending item: finding out if Team Drive can have more than 1 administrator.
	4. Suggestion by Najah was to use “iasmyrna.com” domain instead of “iaspta.org” for our G Suite Team Drive and role specific email addresses. Lourdes will need access to that domain to create emails with such domain.