

# MINUTES

**Longacre PTA Summer Planning Meeting  
2018 – 2019 School Year**

**August 7, 2018  
Panera Bread – Grand River**

**Attendees:** Ann Echols, Emily Whitmore, Michael Neal, Chris Whitmore

**President:**

**Michael Neal**

- Angel has offered to take Dave's Treasurer for the year remaining on his term. This is ideal in that it will help with transition and provide a lot more history with PTA.
- Kelly DuLong will take over VP Fundraising.
- Enrichments – Still need VP: let's ask Bridget Stralko, Erin Wentzel, Kristen Shubatowski? Recruit in-coming Kindergarten parent?
- Need to compile a list of Chairs that we need in the next 2 months.
- FLL needs a Chair immediately if we want a team.
- Have new folding chairs (100 chairs and 2 racks that belong to PTA)

**Secretary:**

**Ann Echols**

- Need calendar information so we can get it to Rhonda. Finalize by next meeting.
- Need to staff Meet the Teacher night and Family Banners.

**VP Events**

**Emily Whitmore**

- Gathering a list of each event, dates and Chair positions for calendar finalization.
- Move the dance to spring? Ann will talk to Rhonda about the move.

**Other Items**

**All**

- New Parent Info for Meet the Teacher will be back in Media Center
- PTA Table – Set Up, Staffing, Materials – need cash on hand for change and Square readers.
- Family Banners – Rhonda to schedule to have these hung before school starts.

- Need to schedule Financial Audit
- Transfer Email addresses to new Board Members.
- Treasure Responsibility Transition
  - Bank Account Changes
  - Square & Moneyminder access including administrator duties