

# MINUTES

Longacre PTA Summer Planning Meeting  
Update  
2018 – 2019 School Year

August 22, 2018  
Panera Bread – Grand River

**Attendees:** Ann Echols, Michael Neal, Angel MacDougal, Chris Whitmore

**President:**

**Michael Neal**

- Angel is staying on as Treasurer. – Take care of checks and invoices from over the summer
- Going to meet with Angel and Chris to get Treasurer duties transferred and get Chris on bank account
- Kelly DuLong will take over as Fundraising. We will get her information and include her on communications.
- Need a Reflections Chair – soon

**Secretary**

**Ann Echols**

- Dining Days Out – we will each pick a month and schedule an outing until we can find a Chair. Ann will arrange Silver Dairy for September.
- Calendar – finalized today. Will enter into Secretary Gmail Calendar online.
- Copies made for Meet the Teacher Night.
- Family Banner will be set up in cafeteria for Meet the Teacher Night.
- Finishing up folders for each Chair to keep future communication. Will distribute at first PTA meeting.
- Ann will take over Membership duties.

**VP Events**

**Emily (via email)**

- Events are set, provided copy via email to add to PTA calendar.

**Treasurer**

**Angel**

- Wants membership table at front of school for Meet the Teacher so we are visible to all parents, not just new parents in media center.

- Need to finalize budget. Will approve budget at first meeting.
- Anyone have any budget changes?
- We will use the online fundraising site again this year for Fun Run to see if is successful.
- Will have Audit at October Board Meeting. - Need location?

## Other Items

### All

- Need to line up presenters for meetings. Want to bring back Kevin Mulcahey, possible have Dr. Heitsch at a meeting to speak?
- New Folding Chairs – putting together rack and labeling chairs “Longacre PTA”
- Going to start using Moneyminder for tracking volunteer hours.
- Rhonda did not secure lift for first week of school, Family Tree Banners can have a week to come back to school. Hand out guidelines for banners if people want to take them home to decorate.