

# Douglas MacArthur Elementary School PTA

## General Meeting Minutes

Wednesday, September 4, 2024 @ 6:30pm (Virtual)

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Members Present: 30 virtual participants at call to order (maximum attendance: 37).  
Quorum achieved.

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- I. **Call to order.** The meeting was called to order by [Katie Brossy, PTA President](#) at 6:34pm in the virtual meeting space (Zoom).
  - A. Meetings will be offered in virtual and in-person settings throughout the year. The purpose of this first meeting is to take care of some logistical items and promote the year ahead . The next meeting in October will be in-person at the school with a virtual Zoom option.
  
- II. **Presentation of By-Laws.** Introduced by [Devon Tutak, PTA Secretary](#).
  - A. [2024-25 By-Laws](#) shared via presentation slides; additional review opportunities will be shared in minutes and via newsletter. Approval will be voted on by membership at the next community meeting in October, per the required 30 day review period.
  - B. Additional [link](#) to Virginia PTA Bylaws provided via presentation slide.
  
- III. **Treasurer's Report.** Presented by [Jay Hallen, Treasurer](#).
  - A. Approval of [2023-24 Financial Audit](#). Fiscal year concluded on July 30, 2024. Thanks to Sarah Paulson, MacArthur parent, CPA, and our external auditor. Approximately \$35,000 cash on hand at the end of the last fiscal year. Reserve is a result of period during COVID-19 pandemic when money was raised but could not be spent on traditional PTA activities. Motion to approve by Michelle. Second: Katie Brossy. Motion carried.
  - B. Presentation of [2024-25 Budget Proposal](#). Spending is divided into two primary buckets: External/Events (~33% of budget) and Internal/Enrichment (~66% of budget). Major External events include the Dance, Turkey Trot, International Heritage Night, and Spiritwear purchases. Major internal events include field trips, teacher grants/wishlists, staff appreciation, after-school activities, and the book fair. Remaining ~7% of budget covers operating expenses (e.g. insurance, PTAC dues, volunteer thank-yous).
    1. Last year PTA raised \$26.7k from all sources, with largest single source being \$19k from Fall Appeal. Additional 12% from Spring2Action and 9%

from Membership Dues and Retail Partnerships. Expenses totaled \$28.2k (\$1500 more than we raised).

2. Budget for this year's proposed activities is \$30,005, with allowable overage up to \$33,005. Proposed budget details are attached to these minutes.
3. Michele Dixey, Past President & VP Programs, shared a comment from the virtual chat, noting a preference for using cell phone and digital communication instead of paper flyers, a less renewable resource. Members of the executive committee responded with appreciation for feedback and referenced other feedback received from parents in the past year regarding the benefit of receiving flyers in take-home folders in addition to ParentSquare notifications. Noted commitment to continuing hybrid approach, especially appreciative
4. Motion to approve 2024-25 Budget was seconded and carried.

IV. **PTA Business.** Presented by [Jay Hallen, Treasurer.](#)

- A. Currently at 114 members from 66 families, representing ~10% of student body. This is more than half the membership in Spring 2023 (220 members).
- B. Fall Appeal has already raised \$300 prior to official kick-off.
- C. Recommendation for families to utilize [Givebacks](#) app as an additional benefit to supporting PTA through purchases.

V. **Upcoming Events and Reminders.** Presented by [Katie Brossy, PTA President.](#)

- A. Scholastic Book Fair. Week of September 20-27 at Douglas MacArthur.
- B. PTA Family Picnic. Monday, September 23<sup>rd</sup> at Douglas MacArthur
  1. Food trucks or bring-your-own picnic.
  2. Families will have access to shop at the book fair during picnic.
- C. [DMES Spiritwear Sale](#): runs through Friday, September 20<sup>th</sup>
- D. PTA Restaurant Night @ [Noodles & Company](#): Thursday, September 12<sup>th</sup>
- E. Next PTA Community Meeting: Tuesday, October 8<sup>th</sup> @ 6:15pm at Douglas MacArthur
  1. Childcare will be provided
  2. Hybrid option will be available via Zoom
  3. Planning to present an "Appy Hour" to review the different apps utilized by ACPS and Douglas MacArthur (e.g. PowerSchool, ParentSquare)
- F. Spelling Bee information coming soon, with spelling lists shared this fall and targeting early 2025 for the actual Bee
- G. Classroom Parents information coming soon

VI. **Fundraising & Volunteering Update.** Presented by [Amy Hillis, VP of Fundraising.](#)

- A. Fundraising
  1. PTA Membership (\$10 individual/\$20 family) – please [update your membership annually](#)
  2. Monthly restaurant nights

- a) Raised over \$350 at Panera last month
3. Fall Appeal
4. Sponsorships of major events (Turkey Trot, Spelling Bee, Dance, International Heritage Night)
5. Winter Student Read-a-thon (inaugural event!)
  - a) The more the kids read, the more support they get from their donors (\$ per page/book) – details coming soon
6. Spring-to-Action
7. Looking for other businesses, especially local-owned, that MacArthur families can support (e.g. Doyle's Outpost, Get Air!)
8. Email Amy Hillis ([vp.fundraising@dmacpta.org](mailto:vp.fundraising@dmacpta.org)) with inquiries or if you'd like to help fundraise

**B. Volunteering**

1. Encourage families to participate as volunteers in whatever amount of time works for you – there are flexible options during school hours and evenings/weekends
2. Big opportunity for volunteers at the Scholastic Book Fair (Gina Wimpey, co-chair). Details coming soon via PTA newsletter and social media.
3. Be sure to get cleared as [ACPS Volunteer](#) - required for volunteering in the school

**VII. Upcoming Activities.** Presented by [Katie Brossy, PTA President.](#)

- A. Fall: Reading in Fundamental, Reflections Art Contest, Scholastic Book Fair, Turkey Trot
- B. Winter; Holiday Cookie Exchange, Spelling Bee, Teacher Grants
- C. Spring: International Heritage Night, Teacher Appreciation Week (looking for a team lead)

**VIII. Questions/Open Discussion/Ideas for the Year**

- A. Reminder from Jay Hallen that donations to the PTA are tax deductible.
- B. Thanks to all for joining, with special appreciation to Principal Hairston and Assistant Principal Speich for attending.

**Meeting concluded at 7:11pm.**

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