



## PTA Membership Meeting

Date: May 31, 2018 | Time: 6:30 p.m. – 8 p.m. | Location: Woodburn Cafeteria

### Minutes

**Meeting called to order** by President at 6:38 PM

#### Approval of Minutes

The minutes from the April 26, 2018, Membership Meeting were approved as presented.

#### President's report

Thanked PTA and school volunteers for a successful year and asked everyone to enjoy the BBQ dinner as appreciation.

#### Treasurer's Report

Fun Run netted just less than the advertised goal of \$7,500. This exceeded the actual budgeted goal by approximately \$2,400 and these funds will help cover the budgeted loss of \$1,000 and other minor shortfalls, such as retail fundraisers. For other budgeted items, PTA covered the field trip costs and CETA dues without issue, as well as the teacher reimbursement requests. PTA also replaced the microwave for teacher's lounge. PTA year ends June 30, and financial report will be finalized by mid-July. Volunteers will be sought to form an audit committee for both the current and prior years' financials.

#### Principal's Report

School wrapped up SOL tests. One June 14, the end of the year Learning Celebration for grades 1 to 3, the awards ceremony for grades 4 to 6, and 6<sup>th</sup> grade graduation and reception take place. School year ends June 15. No update on new principal selection.

PTA celebrated Mrs. Chapin's retirement and presented her with a certificate of appreciation and a gift basket. Laura Wright read a send-off letter that thanked Mrs. Chapin for creating a safe and welcoming place for students, and which included stories from Woodburn families throughout Mrs. Chapin's 13-year tenure. Mrs. Chapin expressed that the parent community at Woodburn has always been supportive of and has worked in collaboration with the school to solve problems. She said she is confident leaving new principal in good hands.

#### Volunteer Appreciation

President Leah DeWolf recognized and thanked all PTA volunteers who helped organize various PTA events. Ms. Gannon conducted Woodburn school volunteer appreciation and recognized community members and grandparents who have contributed their time and effort. Rhona Hutchinson thanked volunteers who participated in Thursday folders. Laura Wright recognized enrichment volunteers. PTA board presented gift to outgoing president Leah DeWolf to thank for her service.

#### Officer Election

Laura Wright ran uncontested and was elected by unanimous voice vote for the role of President. Mary Cunningham ran uncontested and was elected by unanimous voice vote for the role of Secretary. Erin Osit and Valerie Schrade will continue for second term as Vice President and Treasurer, respectively.

#### Meeting Adjourned at 7:00 p.m.

Minutes:

Approved as presented: \_\_\_\_\_ Date: \_\_\_\_\_

Approved as presented: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary (Signature)