

Jamestown Elementary School PTA

Final Draft Meeting Agenda Tuesday, November 3, 2015 7:30 – 9:00 p.m.

- 1) **Welcome & Administrative Matters** (NTE 10 minutes)–Tom Jensen
 - a) Introductions
 - b) Action Item -- Approval of agenda
 - c) Action Item -- Approval of June 2, September 8, and October 6 meeting minutes

- 2) **Principal's Report** (15-20 minutes)– Kenwyn Schaffner
 - a) Presentation by Gordon Laurie, Principal, Williamsburg Middle School
 - b) Other business, as needed.

- 3) **Volunteers' & Officers' Reports** (NTE 30 minutes)
 - a) VP Communications – Sara Batla
 - Social Media
 - Committee team leadership and needs

 - b) VP Internal Relations – Jennifer Leonard
 - Committee team leadership and needs
 - 5K fun-run proposal
 - Implementation of special events, speakers approved via budget amendments last year

 - c) VP Community Relations – Maurine Fanguy
 - Committee team leadership and needs

 - d) VP Fundraising Report – Grace Shea
 - On-line ordering of merchandise website
 - Auction Update
 - Original Works Update
 - Cause Marketing Fundraising- restaurant nights, company endorsements, grocery cards, etc.

 - e) Treasurer Report – Rod Pick
 - Review and Approval of Audit Report (action item)

 - f) President's Report – Tom Jensen
 - Potential long-range fundraising initiative
 - Update on capacity-related matters

- 4) **Other Business** – if needed

- 5) **Adjourn** (9:00 p.m. or earlier)