



## DHMS PTSA General Membership Meeting

Tuesday, June 13, 2023 at 7pm  
Hybrid Meeting—in Library and via Zoom

**\*DRAFT\*** MINUTES

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### I. DHMS PTSA General Meeting Welcome and Call to Order

- Khaleen Monaro (DHMS President) called the General Membership Meeting to order at 7.18pm. 10 PTSA members were present.
- The draft agenda for the evening's meeting was approved.

### II. Approval of May meeting minutes

- The meeting minutes from the May 10, 2023 DHMS PTSA general membership meeting are available online on the DHMS PTSA website. There was a motion to adopt the meeting minutes, which was seconded.

### III. Treasurer's Report and Budget Approval

- The May 2023 Treasurer's Report is posted online. Amy Erwin (DHMS Treasurer) reported the following highlights for April 2023:
  - The DHMS PTSA received \$4,935 income in May (primarily from the 8<sup>th</sup> Grade Promotion Party ticket sales), for a total year-to-date (YTD) income of \$36,178.
  - Expenses in April were \$6,436 (primarily for the classroom grants, 8<sup>th</sup> grade promotion, staff appreciation week).
  - 2023-24 income is nearly \$20,000 over expenses at this time. Will likely be lower after paying out reimbursements for the 8<sup>th</sup> grade promotion party, staff and teacher gifts, and grant reimbursements
    - The PTSA should spend what it brings in, so the PTSA will think about what to do with the excess this summer (one idea would be to supplement the grant for the hydroponic wall).
  - The DHMS PTSA cash balance is \$46,183.
- 8<sup>th</sup> Grade promotion committee raised \$8,115 from ticket sales. There was some excess and a discussion about what to do with the excess funds.
  - May give back to PTSA.
  - One person suggested reducing the 8<sup>th</sup> grade promotion activity fee next year, but it was also recommended to leave the price at the same level. Some of the additional funds were actually donations rather than straight activity fee purchases. Perhaps a higher activity fee next year could cover what the donations covered this year.
    - \$5,500 was raised in activity fee purchases; \$2,540 was raised in donations
    - 85% of students participated
  - Many decorations were also donated, which meant there was more flexibility in the budget.



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- There was also a discussion about when to request the activity fee—on the membership form at the beginning of the year or in January.
  - 2023-24 budget ([available on DHMS PTSA website](#))
    - Budgeted income of \$32,600 (primarily from Phoenix Fund)
    - Fixed expenses of \$4,880; flexible spending and variable expenses of \$27,720
    - The VA PTA is considering a proposal to increase fees next year.
    - The CCPTA is considering whether to continue to maintain the Zoom account for PTAs.
    - There was a motion to approve the budget, which was seconded. There was a vote, and the budget was approved.
  - It was suggested that the DHMS PTSA have some spirit wear (e.g., t-shirts) available for incoming 6<sup>th</sup> grade families, either at the Back to School party, 6<sup>th</sup> grade welcome event, or online. Information could be sent to the elementary school PTAs.
  - It was noted that the CCPTA has some concerns about fundraising efforts, how activity fees are handled, and what is done with overages. Funds raised by and for student groups should be spent on those students.

#### **IV. Membership report**

- Final membership number: 340 (218 parents, 112 students, 10 staff).

#### **V. Regular business**

- The contact information for new board
- Need proof of insurance
- August 1, IRS tax filing due and financial review for audit
  - Need audit committee—Angela, Eric?, and another?
- Elections for 2023-24 PTSA executive board.
  - The following slate of individuals were nominated for the PTSA executive board for next year.
    - President—Danusha Chandy
    - VP Programs--Alex Voight
    - VP Community—Lindsey Engler
    - VP Communications—Dena Porter
    - Secretary—Jane Wishneff
    - Treasurer—Amy Erwin
  - The floor was opened for anyone to run from the floor. There were no nominations or interest from the floor.



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- There was a motion to approve the nominated slate of officers, which was seconded. There was a vote, and the slate of nominated individuals was approved by the membership.

- Committee openings

- Audit Committee, Nominating Committee, Social Media, ACTL Representative, Back-to-School Block Party, CCPTA, Community Outreach, Green Committee, School Pictures, Teacher Appreciation

#### **VI. Any other business**

- Farm to Table grant—Heather McIntyre submitted application on May 26. There has not been a decision yet.
  - There was a discussion about whether to combine this with the work of the Green Committee.

#### **VII. Adjournment**

- There was a motion to adjourn, which was seconded. The meeting adjourned at 8.25pm.