

DMA PTA
Meeting Minutes
Wednesday, September 15, 2021

Meeting was called to order by Diane Behnke, PTA President at 6:35pm. A quorum was present, with in person and via conference call. Introductions of current officers and chairs were made.

Attendance: See attached document

Commandant's Report: Anthony Pullella

Commandant Pullella (the "Commandant") reported that the cadets and staff all seem happy to be back in full swing. As of this meeting we have 601 cadets. NJROTC has undergone some changes, with increased military focus. Several new NSI faculty have been hired for the 2021-2022 academic year. The Commandant further reported that the 9/11 Ceremony went very well, and the administration was planning a ceremony to celebrate DMA's two state championship teams - the volleyball and baseball teams. Student Government elections are being held. Lastly, the Commandant announced important upcoming dates including but not limited to:

Thursday, September 16th at 6:30 – Back to School Night

Monday, September 20th at 6:30 – Service Academy Night

Saturday, October 16th 9-12noon – Open House for Prospective Cadets/Families

Secretary's Report: Kim Williams (Jayce Leon, Secretary present via speaker phone)

Minutes from the May 2021 meeting were circulated. No concerns/questions noted. Minutes approved with a first and second motion.

Treasurer's Report: Jennifer Zelvin McCloskey

The Treasurer provided a thorough report of each budget line item. An explanation of August income and September income and expense, including upcoming anticipated expenses and income was provided. The Reconciliation Summary, showing an ending balance of \$17,420.00 as of the date of the meeting was provided. The financial report and reconciliation are attached. A motion was made to approve the 2021-2022 budget, and the budget was approved by first and second motion.

Executive Vice President's ("EVP") Report: Kim Williams

The EVP will oversee and help with the 7 PTA committees (see below) and assist new board members. The EVP encouraged volunteers and made the PTA aware of chair positions that remain available. EVP informed PTA that the Friday Lunch, which is the PTA's primary source of income, is available for volunteers through Sign-Up Genius which can be found on the website. EVP stressed the need for two volunteers to chair the Fundraising Committee and Designer Bag Bingo Event scheduled for March 2022. EVP expressed need for one more Hospitality Committee volunteer to assist Eileen Watson this year, as her cadet is a senior and she will roll off the board in June 2022.

Communication's Vice President ("CVP"): Megan O'Donnell

CVP reported that she will regularly update the information/links on our PTA website. Pictures and announcements will be published on Facebook to help communicate dates and events to our families. A motion was made to change PTA's two domain hosting sites from a Melbourne Australia site to Host Gator. This change will benefit us financially and is more user friendly. Change was approved with a first and second motion.

PTA Committee Reports:

Activities Committee: Co-Chairs Stacey Broomell & Colleen Craft

The next Activities Committee event will be The Dining In event in November. Details to come. Other events hosted by this committee include the Boot Camp Picnic, Senior Breakfast, and the End of Year School Picnic.

Friday Lunch Committee: Jen Avery

Friday Lunch Chair reported a successful first lunch on the September 10th. Pizza was well received. The Sign-Up Genius has been posted for the first semester. DMA, in response to COVID-19, has 3 lunches, 25 minutes each. Also, there was a wide discussion regarding selling Chick-Fil-A sandwiches on the last Friday of each month for cadets and staff. Discussion resulted in, a chicken sandwich being sold for \$5.00, and a sandwich, snack, and drink for \$6. Motion made and approved with a first and a second. Pizza Friday menu and the Chick-Fil-A Friday menu will both be posted on the PTA web site. The Friday Lunch Chair emphasized the importance of properly advertising and characterizing Friday lunch. Lunch is sold by the PTA on Fridays, which is the main fundraiser for the PTA. Due to COVID-19, Freshman and Sophomore families are not yet familiar with the Friday lunch structure.

Hospitality Committee: Eileen Watson

Refreshments are provided at DMA events, including but not limited to Awards Nights, Back to School Night, Open House, NHS induction, and Junior Ring Ceremony. The Chair of this committee is seeking a second person to join her this year to prepare for next year when she rolls off the board.

Membership Committee: Tami Soltow

The Membership chair is also a current teacher. To date, the PTA is at nearly 100% participation for staff. Signs have been made to hang up for Back-to-School Night and Membership Chair will be walking around handing out membership forms at the event. DMA car magnets are being provided to new members. You can now join through the link on the web-site through CheddarUp or pay by cash or check. Forms and money can be sent in with the cadets or brought to the front office anytime. The PTA would prefer cash or check to minimize fees through CheddarUp.

Military Support Committee: Anne Kuennen

The first event for this committee is the Veteran's Breakfast in November. There are several unanswered questions as to how to host this event in light of COVID and most of the Veterans being elderly. Several alternate ideas to honor and support local Veterans were discussed if Covid continues to be an obstacle. These ideas will be discussed with the Commandant and LCDR Hudson, which include outreach to the VA hospital and nursing facilities in the area housing veterans. Also coming up with Military Support will be the Holiday Drive in late November.

Staff Appreciation: Diane Behnke (reported in absence of Julie Rebecchi, chair)

It was reported that the first staff appreciation event went very well. Chick-Fil-A lunch was provided to all staff during their in-service week. Staff was appreciative of the foods offered and liked the special touches present at the lunch. In past years, the PTA has done a Staff Appreciation Week in May; however, the PTA would like to spread it out throughout the year, rather than just having the one week of thanks and goodies. This idea was well received, with the idea of doing special things on the teacher in-service days each month.

Fundraising Committee: Vacant

New Business:

The PTA Board has communicated with Commandant about making the idea of a courtyard/outdoor classroom become a reality. The vision is 6-8 tables out next to the Dome in the large grassy area. It could grow in stages, as it will be a big expense. Members brought up the possibility of a grant and soliciting family donations. Also, as a school project, the idea of a water bottle filling station came up. Both staff and cadets would very much appreciate this in the building, but the cost is unknown and this idea needs to be further developed. Also, the idea of a DMA Movie Night out in the parade field was discussed. There may be a licensing obstacle, so this will be tabled for now until we have more needed information.

Adjournment:

The meeting was adjourned at 8:08pm with a first and second motion.

Next Meeting:

Thursday, October 21st at 6:30 in the Mess Hall.

Respectfully Submitted,
Kim Williams, Vice President

Current Budget - Last month
8/1/2021 through 8/31/2021 Using 2021-2022 Budget

9/14/2021

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Category	Actual	August 2021 Budget	Difference
INCOME	337.28	39,510.00	-39,172.72
Activities Income	0.00	1,000.00	-1,000.00
DMA School Stipend	0.00	0.00	0.00
Fundraising Income	0.00	35,000.00	-35,000.00
Designer Bag Bingo	0.00	7,000.00	-7,000.00
Friday Lunch Sales	0.00	28,000.00	-28,000.00
Incentive Programs	0.00	0.00	0.00
Other Incentives	0.00	0.00	0.00
Interest Inc	0.15	10.00	-9.85
Membership Dues	337.13	3,500.00	-3,162.87
Miscellaneous Income	0.00	0.00	0.00
FROM cash reconcillation	0.00	0.00	0.00
FROM Checking	0.00	0.00	0.00
EXPENSES	28.04	39,510.00	39,481.96
Activities Expenses	0.00	3,300.00	3,300.00
Boot Camp Picnic	0.00	1,000.00	1,000.00
Dining-In	0.00	0.00	0.00
End of Year Celebration	0.00	1,000.00	1,000.00
Miscellaneous Activites Expenses	0.00	600.00	600.00
Senior Breakfast	0.00	700.00	700.00
Administrative Fees	0.00	2,100.00	2,100.00
Academic Award	0.00	600.00	600.00
Miscellaneous Administrative Fees	0.00	1,500.00	1,500.00
Auditor	0.00	300.00	300.00
Bank Fees	28.04	30.00	1.96
Fundraising Expenses	0.00	22,500.00	22,500.00
Designer Bag Bingo	0.00	2,500.00	2,500.00
Friday Lunch Expenses	0.00	20,000.00	20,000.00
Hospitality	0.00	1,845.00	1,845.00
Academic Awards Night	0.00	250.00	250.00
Back to School Nights	0.00	200.00	200.00
Junior Ring Ceremony	0.00	250.00	250.00
Miscellaneous Hospitality Expenses	0.00	0.00	0.00
New Cadet Orientation	0.00	145.00	145.00
NHS Induction	0.00	250.00	250.00
NJROTC Awards Night	0.00	250.00	250.00
Open House	0.00	200.00	200.00
Service Academy Night	0.00	300.00	300.00
Insurance	0.00	385.00	385.00
Membership Fees	0.00	950.00	950.00
Military Support	0.00	1,500.00	1,500.00
Miscellaneous Military Support	0.00	1,500.00	1,500.00
Turkey Drive	0.00	0.00	0.00
Veterans Day Breakfast	0.00	0.00	0.00
Miscellaneous	0.00	2,700.00	2,700.00
General Miscellaneous	0.00	200.00	200.00
School Project	0.00	2,500.00	2,500.00
PTA Training	0.00	0.00	0.00
Staff Appreciation	0.00	3,500.00	3,500.00

Current Budget - Last month
8/1/2021 through 8/31/2021 Using 2021-2022 Budget

9/14/2021

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Category	Actual	August 2021 Budget	Difference
Website	0.00	400.00	400.00
TO cash reconciliation	0.00	0.00	0.00
TO Checking	0.00	0.00	0.00
Net Difference:	309.24	0.00	309.24

Reconciliation 9/14/21

Checking
9/14/2021

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Reconciliation Summary

BANK STATEMENT – CLEARED TRANSACTIONS:

Previous Balance:			18,310.75
Checks and Payments	1	Item	-1,297.40
Deposits and Other Credits	1	Item	406.65
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			17,420.00

YOUR RECORDS – UNCLEARED TRANSACTIONS:

Cleared Balance:			17,420.00
Checks and Payments	0	Items	0.00
Deposits and Other Credits	4	Items	0.00
Register Balance as of 9/14/2021:			17,420.00
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			17,420.00

Current Budget - Current Month
9/1/2021 through 9/30/2021 Using 2021-2022 Budget

9/14/2021

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Category	Actual	September 2021 Budget	Difference
INCOME	1,469.15	3,413.09	-1,943.94
Activities Income	0.00	0.00	0.00
DMA School Stipend	0.00	0.00	0.00
Fundraising Income	1,419.15	122.96	1,296.19
Designer Bag Bingo	0.00	122.96	-122.96
Friday Lunch Sales	1,419.15	0.00	1,419.15
Incentive Programs	0.00	0.00	0.00
Other Incentives	0.00	0.00	0.00
Interest Inc	0.00	0.36	-0.36
Membership Dues	50.00	77.89	-27.89
Miscellaneous Income	0.00	71.00	-71.00
FROM cash reconciliation	0.00	0.00	0.00
FROM Checking	0.00	3,140.88	-3,140.88
EXPENSES	220.00	6,427.50	6,207.50
Activities Expenses	0.00	837.31	837.31
Boot Camp Picnic	0.00	0.00	0.00
Dining-In	0.00	0.00	0.00
End of Year Celebration	0.00	519.36	519.36
Miscellaneous Activites Expenses	0.00	0.00	0.00
Senior Breakfast	0.00	317.95	317.95
Administrative Fees	0.00	172.50	172.50
Academic Award	0.00	139.33	139.33
Miscellaneous Administrative Fees	0.00	33.17	33.17
Auditor	0.00	150.00	150.00
Bank Fees	0.00	2.40	2.40
Fundraising Expenses	220.00	0.00	-220.00
Designer Bag Bingo	0.00	0.00	0.00
Friday Lunch Expenses	220.00	0.00	-220.00
Hospitality	0.00	274.44	274.44
Academic Awards Night	0.00	94.50	94.50
Back to School Nights	0.00	0.00	0.00
Junior Ring Ceremony	0.00	73.69	73.69
Miscellanous Hospitality Expenses	0.00	0.00	0.00
New Cadet Orientation	0.00	0.00	0.00
NHS Induction	0.00	46.93	46.93
NJROTC Awards Night	0.00	59.32	59.32
Open House	0.00	0.00	0.00
Service Academy Night	0.00	0.00	0.00
Insurance	0.00	38.50	38.50
Membership Fees	0.00	40.35	40.35
Military Support	0.00	150.00	150.00
Miscellaneous Military Support	0.00	150.00	150.00
Turkey Drive	0.00	0.00	0.00
Veterans Day Breakfast	0.00	0.00	0.00
Miscellaneous	0.00	891.83	891.83
General Miscellaneous	0.00	58.50	58.50
School Project	0.00	833.33	833.33
PTA Training	0.00	0.00	0.00
Staff Appreciation	0.00	698.04	698.04

Current Budget - Current Month
9/1/2021 through 9/30/2021 Using 2021-2022 Budget

9/14/2021

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Category	Actual	September 2021 Budget	Difference
Website	0.00	31.25	31.25
TO cash reconciliation	0.00	0.00	0.00
TO Checking	0.00	3,140.88	3,140.88
Net Difference:	1,249.15	-3,014.41	4,263.56

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