



1741 Pine Valley Road, Vienna, VA 22182

[www.westbriar.org](http://www.westbriar.org)

## General Assembly Meeting

## MINUTES

Date: 5/28/20  
Time: 7:00 PM  
Place: Zoom Call

### Introduction to Meeting

1. Trish Vanstory called the General Assembly meeting to order at 7:09PM.

### Approval of last meeting minutes

1. April 16, 2020 meeting minutes from the last PTA General Assembly meeting were presented. Natalie Leuders motioned to approve them and Kristie Creagh seconded the motion. The motion passed by unanimous vote.

### Budget Report

1. There's one month left in our fiscal year and we are in good financial shape. There are less ins than outs in this 4th quarter.
2. A couple vendors from Enrichment classes need to submit invoices.
3. We anticipated being about \$38k in the red but we are currently only \$2k in the red and are expecting to process about \$10k more in expenses for the remainder of the year. So we're projecting to be about \$11k or 12k in the red as opposed to the \$38k originally budgeted.
4. Deirdre Naughton motioned to approve an interim budget for July and August that was presented for review. This is a new budget being proposed to allow the PTA to write checks prior to the first PTA meeting where the budget is usually reviewed and approved. Items on the interim budget are as follows:

Back to School Family Fun Night	(1,000)
First Day Coffee	(100)
Bottled Water Service	(1,400)
Classroom Materials	(8,750)
Hospitality	(4,000)
Sixth Grade Celebration - 2020	(1,250)
Sixth Grade Activity - 2020	(1,000)
Principals Fund	(1,000)

Natalie Leuders seconded the motion. The motion passed unanimously.

**Membership Report**

1. Our membership has increased to 360 active family bundle memberships and 27 total active staff memberships.
2. Dues for the next 2020–2021 school year are due starting July 1.

**Enrichment Report**

1. Spring Enrichment Session has been canceled. All classes are available virtually.

**Principal’s Report**

1. Huge thank you to Trish Vanstory, Suneeta Rana, and Katie Chernyak who are leaving their positions on the PTA board.
2. Please read the email about curbside pickup that was sent this morning via New You Choose. The teachers were so surprised to see the chalked walk and handmade signs. It was nice to see that everyone is thinking of each other.
3. Ms. Tam will let us know as soon as she knows about how students will return to school in the fall.

**Elections**

1. The following slate for 2020–21 elections is as follows:

Natalie Lueders	President
Lindsay Weitz	VP of Enrichment
Kristy Creagh	VP of Membership
Deirdre Naughton	Treasurer
Julianna Lieu	Secretary

2. There were no nominations from the floor so Trish Vanstory asked for a motion to elect the entire slate as outlined above. Adam Strawn motioned and Jennifer Sellers seconded. The slate was unanimously elected.

**Other**

1. Gift cards are needed for food-insecure families. Cards can be dropped off at Kristin Satterfield or Natalie Leuder’s houses. Natalie will provide details. Giant Food gift cards have been working well at \$20 to \$40 values.
2. School supply kits are still available until mid-July for purchase. In the event that we go virtual next year, Ms. Tam will work with staff to organize how kits can be picked up curbside.
3. Memorial for Brad Mitchell –

- a. Adam Strawn suggested naming the basketball courts after Brad since he was such an athletic guy. A metal plaque could be installed onto the chain link fence.
  - b. Rhonda Greene motioned to add a \$5k budget and Kristie Creagh seconded. The motion passed unanimously.
4. Volunteer recognition

**Next Meeting**

- 1. Trish adjourned the meeting at 8:03pm.
- 2. Next meeting will be held in the new 2020-21 school year.

**In Attendance**

First Name	Are you a current member of the PTA?
Katie	Yes
Suneeta	Yes
Mary	Yes
Sang Hee	Yes
Angela	Yes
Amos	No
Valerie	Yes
Adam	Yes
Heather	Yes
Trang	No
Suneeta	Yes
Kristy	Yes
deirdre	Yes
Natalie	Yes
Sandi	Yes
Trish	Yes
Lauren	Yes
Christina	Yes
Misha	Yes

DoYeun	Yes
Jennifer	Yes
Mike	Yes
Sopheap	Yes
Rhonda	Yes
Gabriela	Yes
Sun	Yes
Katie	Yes
Julianna	Yes