**PTA PLAN OF WORK**

**Date Submitted: 9/10/2021**

**Chairperson Name: Erica Hamblen**

**Committee Name: General Meeting**

**PROGRAM/Event Information**

**Name: 1st General Meeting**

**Purpose:** To vote on FY21-22 budget, bring members together

**Date:** Tuesday, 9/14/21

**Place/Time**: Pavilion @ 5:30 p.m. for dinner, meeting beings at 6:00 p.m.

**PLANNING MEETING INFORMATION**

**Date/Time:**   **9/10/2021**

**Place:** September board meeting

* Erica H. will make sure members are notified of the meeting in the PTSA parent pack sent home the 2nd week of school
  + MH blast will be sent one week prior
  + Announce in Memberhub and make sure it is in our calendar, website, etc.
* Erica H. will send out agenda, budget and prior minutes to those who register by Sunday. 9/12
  + Erica H. will make sure to have a script ready for Sarah regarding the proper procedure to vote
* Sarah will make sure minutes are approved & get Erica H. agenda by 9/10
* Dinner will be Publix deli boxes: ½ sandwich (turkey or ham choice), chips, cookie and drink included we will charge $7/box; members pay the night of
  + Erica H. will place order @ Publix on Lutz Lake Fern on Monday, 9/13 @ 10 a.m.
  + Allison\_ will pick up meals at 5:00 p.m. on Tues, 9/14
  + Erica H. will bring waters
* Erica H. will email Maylinn for her to ask the custodians to set up microphone & speaker, 3 tables and 30 chairs.
  + Tables will be for check in and setting out food, and one for meeting
* Mishell will get cash box and $50 in ones to accept payment for dinners

**Est. Cost: $50**

*This section completed at Executive Board Meeting*

**Approved Budget:**

**Approved by:**

**Date:**