

Twin Hickory Elementary School PTA 2026-2027 Executive Board Meeting Minutes

A meeting of the PTA Executive Board was held on 8/18/26 at the Twin Hickory HOA Pavilion.

Call to Order: A motion to start the meeting at 6:06 p.m.. 1st: Bethany 2nd: Yates

Establish Quorum (7). Quorum was established.

The following people were in attendance:

President: Susie Huang
Principal: Erin Traylor
VP Programs: Melissa Parvizi
VP Ways and Means: Josh Skillman
VP Volunteers: Bethany Hover
Treasurer: Kenan O'Keefe
Secretary: Brooke Ross-Nelson
Faculty Representative:
Teacher Appreciation: Yates Bryant
Spirit Wear:
Business Partnerships/Spirit Nights:
Yearbook:
Communications:
Reflections:
Fall Festival:
Grounds and Beautification:

President shared first:

- **President (Susie)**
 - **General overview:** The plan this year is to keep the status quo. But messaging is going to be a big goal.
 - **PTA membership vs Trailblazer Club membership:** Basically, the Trailblazer Club is just a fun name for the PTA. When someone joins the PTA, it includes the \$5 that we give for our PTA dues. Susie gives the following "pitch" for Open House volunteers:
"To operate as a PTA, we have to pay franchise fees, and those PTA dues do not go to our school. They go to the state and national level. And it's in order for us to operate as a PTA. We ask you to join the Trailblazer Club, which includes that automatic franchise fee, so that we can operate as a PTA. But all the rest of it goes directly to our school."
 - **More on the Trailblazer Club:**
 - Family Trailblazer increased from \$60 to \$65 (because we got rid of \$75 opt out)
 - \$35 for a single student family
 - \$65 for two or more kids
 - \$100 opt out

-brought back the faculty \$10 PTA membership to encourage our teachers and faculty to support us; \$5 goes to the state, \$5 to us

- The Trailblazer Club Campaign runs from 8/17 to 9/27. This is our big push so we can pay our VA PTA dues; grade-level winner will be awarded with popsicles at some point in October
- **Firm up volunteers for Open House**
- **Next PTA meeting:** 9/15 at school; goal is a short meeting then mingling with parents who attend; school will also have a book fair

- **1st VP – Programs (Melissa)**

- **Clubs update:** We have four clubs with volunteers in place. We have running club, bike club, chess, and our new one: cheer team with Mrs. Seligman and Ms. Statmore! It's a team not a club because it will be in tryout based if more than 20 kids sign up, and it's 3rd to 5th grade.

- **2nd VP – Ways and Means (Josh)**

- Assisting Kenan with treasurer handoff; Bank meeting on Thursday

- **3rd VP – Volunteers (Bethany)**

- We'll have a sign-up sheet at Open House, same one as Popsicle Pop In. We can send some communication out once school gets going to let parents know about volunteer opportunities. For lunch duty, we don't need the sign-up on the website anymore. Susie will change the lunch duty tab on our website to an info page. Mrs. Traylor asks that it includes a description for what lunchroom volunteering entails. Bethany will write that.
- Bethany wants to ask 4th and 5th grade parents soon who might be interested in 5th grade moving up ceremony. We should find a 4th grade parent this year to shadow the planning process.
- Susie asks if we have a way to connect with Deep Run? Not a direct person but we can communicate with a couple different people there as our needs come up for volunteers.

- **Recording Secretary (Brooke)**

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- **Treasurer (Kenan and Susie give report)**
 - We did our audit a few weeks ago.
- **Budget review:** It's pretty similar to previous years.
Total expected FY 27 income is \$43,000, and \$25,000 of this is going to be spent directly to the school
Total expected FY 27 expenses are \$43,590
We are committed this year to the Lego wall and possibly the playground shed
Run through the Students, Faculty & Staff portions of expenses; total estimated Students expenses: \$15,295; total estimated Faculty & Staff expenses: \$8,500; (biggest chunk of Student expenses is \$4,000 for grade-level T-shirts, to save waste and cost we will reuse last year's design); (biggest chunk of Faculty & Staff expenses is the \$5,000 Teacher Fund: every teacher gets to reimburse \$125 of extra supplies and resources for their classroom)
- **Budget vote (Josh):** As soon as we get enough members we want to have them vote on approving the budget. After the vote, we can start spending money. We can do the vote by email. Let's try to get the vote out as early in September as possible.
- **Google Workspace Proposal (Kenan):** Proposes we use Google Workspace for free as a nonprofit; This is a way to manage all our files/communications/etc digitally so we are more organized and don't lose access to information. Board agrees this is a great idea. Kenan will move forward on it

1. Principal's Report

- Thank you for all your time and effort that you put into this PTA!
- Henrico County updates: New guidelines on student screentime, and our teachers are preparing this week with those new guidelines in mind.
- A new conversation series around digital wellness with our feeder pattern schools. This involves elementary schools that feed into middle schools that go to Deep Run. These meetings will be held quarterly. The first is 9/23 at 6 p.m., loosely based on technology and the anxious generation. It's at Deep Run.
- Sending the first Tidbits this Sunday. If we need to add anything to Tidbits, send it to Mrs. Traylor by noon on Fridays.

2. Committee Chair Reports

- Teacher Appreciation - Yates

- Welcome Breakfast went great! We will clean and restock the lounge this Friday or Monday first thing.
- We're aiming to have an event possibly every other month. Aiming to have full calendar for the year at September meeting.
- Spirit Wear -
 - New company. Need to order by the 28th then no more sales for the year. It's a one and done arrangement.
- Business Partnerships/Spirit Nights – Susie reads report from Sally
 - Our business partnerships are going great. We were a little under but two came back just this week, so we're now at 7,500. We hit our target.
 - A new business All Star Orca, an orthodontics company; exploring that option
 - First Spirit Night is 9/16 at Chipotle; November 17 will coincide with PTA meeting, hoping it's Chen's restaurant; hoping for California Pizza Kitchen in February and Gelati in May
- Communications
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- Reflections
 - Position is open but we're working on getting the parent that did it last.
- Fall Festival -
 - Looking for helpers rather than being on a committee. We will have a big push to recruit parents for this on the 9/15 meeting.
- Grounds and Beautification
 - Position is open

7. President motion to adjourn the meeting at 7:11 p.m.
 Raised hand: Yates. 2nd the motion raised hand: Bethany

Next Executive Board Meeting: 9/15 at the school cafeteria