



General Body Meeting Minutes
Thursday January 8th 2026
Hinsdale Cafeteria and Zoom for remote attendees

Minutes

1. Call to Order at 6:30 pm by Jenny Bunnell, PTA President
2. Approval of November General Membership Minutes
 - a. Motion to Approve Minutes.
 - i. Motion #1: Monique Gutierrez
 - ii. Motion #2: Rachel Devoto
 - iii. All approved.
3. Nominating committee explanation and discussion: Jenny explains that the committee needs to be an odd number, will develop a slate, and that all executive officers will be up for a vote. The executive committee will take time each month moving forward to answer any questions about their roles. Jenny explains an overview of how the elections for next year come together
4. Overview of all Executive Committee roles- begin with President role
 - a. Primary Objective- coordinate Hinsdale PTA with both the state and National PTA organizations.
 - b. General Overview and responsibilities- the PTA President is the manager behind the scenes. The role makes sure lines of communication are open with everyone. The role makes sure the state and National paperwork is in order.
 - c. Time investment and Seasonality (if any)- harder at the beginning of the school year, make sure all executive committee members are prepped on their role, and meetings are set.
 - d. Best three things about the role- role is good if someone enjoys working with the administration, enjoys budgeting, and an opportunity to be a part of the school
 - e. challenges of the role- Jenny mentions it can be hard to stay on top of everything; difficult to keep everyone happy, and sometimes all the hard work is behind the scenes.
5. Budget Update by Monique- Monique explains the revised budget and explains the timing. No cuts were made to the budget because Monster Dash was a success- the timing of the amended budget had to wait until the results of Monster Dash were in and counted.
 - a. Changes-

- i. changes to Pex card fee, increased to \$110 to account for updated fees from the card company.
- ii. Change to Breakfast with Buddies event- construction will make it impossible for this event to remain the same. Line item reduced, students will still get donuts at a rebranded event specific to this school year (again bc of construction)- \$200 of this was moved to field day, to spring fund raiser budget, and to student events.
- iii. Need to vote to approve the revised budget: Rachel Devoto moves to approve, Shannon Klaene 2nds, all attendees vote in favor to approve.

- 6. Treasurer Report- Monique explains 2 months create Budget Analysis,
 - a. Jingle Bell Blvd. (JBB) went very well- should out to Katie McClain- the event did make a little bit of money. Hinsdale PTA has 50536.53 at the start of the year, and 55155.92 has been spent, leaving a balance of 74022.18 (see Treasurer report). This includes reserves
 - b. There are a couple of outstanding checks for JBB and some money still to be deposited
 - c. Summer budget is for Mr. Bromley to purchase a classroom set of keyboards- this will be a part
 - d. Certificate of Deposit still exists and research into rates will also continue

- 7. Overview of Treasurer Role
 - a. Monique explains that the role is best for someone who is organized, doesn't necessarily need a financial background. The role entails setting time to be organized. The treasurer preps the summer budget and also leads the executive committee for the school year.
 - b. Money Minder software helps in the role, the program creates the budget reports and treasurer reports. Money Minder also helps with the taxes the PTA pays
 - c. The role will require the new treasurer to write checks and make deposits- their name will be on the PTA account
 - d. Monthly time commitment for Monique is roughly 4 hours and the Financial review at the end of the year is the biggest time commitment. She then asks for volunteers for a finance committee to review her work at the end of the year.
 - e. Monique also talked about neutrality during discussions since the Treasurer has such a big role in creating budgets etc.

- 8. Fundraising overview by Allison Wilker
 - a. Spring ideas- Allison briefly explains boxtop and how Walmart automatically adds them; it is a nice revenue stream, she just received a check from boxtops for \$107. Also explains that she and Holli are collaborating for a February event.
 - b. Overview of Treasurer Role
 - i. Allison can't continue her role next year in the fund raising role; she is very open to helping with Monster Dash

- ii. the objective of her role is to drive fund raising to impact the school and students at Hinsdale
- iii. There is a summer planning phase to this role; which is mainly focused on identifying opportunities. The role includes coordinating and executing fund raisers. September to October with Monster Dash is the busiest part of the year.
- iv. The best part of the role is the opportunity to make a big difference, interacting with students/staff, and working with other parents/administration
- v. the hardest part of the role is the challenge of volunteer support isn't always available, and feeling like you are always asking for volunteers.

9. Events overview Holly Nicolaou (Holly was remote for this meeting and will have more at next general body meeting to answer questions about her role)
- a. Jingle Bell Blvd. review- successful event- event was already covered by Monique
 - b. Breakfast with Buddies folded into spirit week
 - c. Overview of Events Role- Holli likes seeing people having a good time and the excitement events bring the kids. Downside to her role- volunteer engagement

10. Secretary

- a. Overview of role Gena Hall- The best part of the role is working with other parents, and meeting new people. The role of secretary is nice because it is most steady throughout the year. Only downside would be for anyone not willing to be comfortable with Zoom or Google docs. It's a good role if you are attending the PTA meetings anyway.

11. Membership

- a. Overview of role by Bonnie Wilding. Bonnie is moving and will be unable to fill this role next year. Her role entails recruiting and maintaining membership; she promotes the PTA and what we do as well as providing a welcoming face of PTA at "kindergarten camp" and "Meet the Teacher" nights. She attends events to promote membership and says the time is fairly minimal with more emphasis at the beginning of the school year.

12. Volunteers

- a. Overview of role by Rachel DeVoto: She ensures that all volunteers are background check approved before they are on site. Events like classroom parties, picture days, Monster Dash etc. all need volunteers. She works closely with Events (Holly) and Fund Raising (Allison) most often. She works with the front office staff to have badges ready and smooth check in and out procedures. She enjoys meeting all the volunteers and being able to see the excitement of the kids at events. Her biggest challenge in the role is figuring out numbers for different events and filling slots.

13. Communications update Emily Zanitsch-Prentice- Emily will answer more about her role at the next general body meeting because she was remote for this one.

- a. Overview of role- posting updates on PTA Facebook, posting on the PTA website, and keeping on top of information. Her schedule in the role is seasonal- lots of posts before events, during fund raisers etc.

14. Administration and teachers reps. Update by Mr. Feldmann- He thanked all the volunteers at the Holiday Party. The 2nd phase of construction- end of February. The library and 2nd grade are part of phase 2. He is hoping to host an open house at the end of construction but wants the entire school to be complete before planning.

15. Adjournment Jenny Bunnell
 Move to adjourn- Allison Wilker
 2nd- Rachel DeVoto
 All in attendance vote in favor

Role	Name	Email	Phone
President	Jenny Bunnell	rchptapresident@gmail.com	859-240-7056
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VP of Fundraising	Allison Wilker	rchinsdalefundraising@gmail.com	513-545-7305
VP of Programs + Events	Holly Nicolaou	rchinsdaleevents@gmail.com	859-512-5223
VP of Volunteers	Rachel Devoto	rchinsdalevolunteers@gmail.com	859-802-2191
Communications	Emily Zanitsch-Prentice	rchinsdalecomm@gmail.com	859-802-1115
Treasurer	Monique Gutierrez	rchinsdaletreasurer@gmail.com	330-256-2108
Secretary	Gena Hall	rchinsdalesecretary@gmail.com	513-504-0934

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.