

**Palmyra-Eagle Area School District
Public Relations Committee Meeting
Mrs. Tara LeRoy, Chairperson
Wednesday, September 14, 2022 - 5:00 PM
Palmyra-Eagle High School Community Center
Meeting Minutes**

All meetings are subject to Wisconsin Statutes – Open Meeting Laws (19.81-19.98)

- I. **Call to Order:** The meeting was called to order by committee chair, Tara LeRoy, at 5:01 pm
- II. **Roll Call – quorum (2) of this committee required to proceed**
 - A. **Attended:** Tara LeRoy, Kristiana Williams and Doris Parsons
 - B. **Others Present:** Caitlin Kirchner and Traci Plotz
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approval of August 2022 Meeting Minutes:** The minutes from the August 9, 2022 meeting were reviewed.
 - B. **Follow up on the Use of the Ovens Donation:** Caitling reported that the ovens will be used next week. So, she will attend the class using them and get pictures to promote it on facebook.
 - C. **Discuss Feedback on Open House Events and Board Presence Update:** It was reported that it was nice to be there, but there was not many people that came to talk. The next opportunity for the community to speak with the board will be Parent/Teacher Conferences. We will work on creating signage and promoting the opportunity to speak with the board prior to Parent/Teacher Confereces.
 - D. **Promoting Weight Room Availability for Community Use:** Caitlin reported that she is working on promoting the Fitness Center, she created a flyer and graphic. Working on getting pictures of people using the weight room for a press release to the paper.
 - E. **Review & Discussion regarding the District Tri-Fold Brochure:** The brochure was reviewed and a few changes suggested. Quotes were reviewed for the printing of the brochure.
 - F. **Updates on Greenhouse Fundraising:** It was reported that we are waiting for Mickayla to come back from leave to get more details.
 - G. **PR Coordinator Updates:** Caitlin reported that she is finishing up the staff spotlights, and beginning the bus captain spotlights. She has also reached out to the foreign exchange student to get information from her. In the near future she will begin gathering information from the Seniors, so that she can start up the senior spotlights. She has completed the sponsor letter for the newsletter and will begin working on sponsors to help pay for the newsletter.
- V. **Next Meeting:** October 12, 2022 at 5:00 pm - Community Center
- VI. **Adjourn:** The meeting was adjourned at 5:33 pm.

Respectfully submitted,
Traci Plotz
District Administrative Assistant

