

PTSA Board of Directors Meeting

May 5, 2011

Minutes

I. Call to Order

The May Audubon PTSA Board of Directors' meeting for the 2010-2011 school year was called to order at 6:44 pm in the Arts & Sciences room at Audubon Elementary by President Judy East.

Five voting members were present; eight people attended the meeting (sign-in sheet on file).

II. Opening Business

The minutes of the April 14, 2010, Board of Directors meeting were approved as submitted.

President Judy East opened the meeting with a discussion regarding the Audubon PTSA Standing Rules. Judy East addressed and requested feedback from the BOD for future PTSA Board of Director attendance when there are Co-Positions.

III. Area Reports and Actions:

Treasurer, Mindy Lincicome submitted a report (Appendix A)

Mindy explained and went over the 2011-2012 school year proposed budget.

Motion:

Audubon PTSA Board approves a line item transfer of \$1,500.00 from the Academic Enrichment to the Field Trip line toward the 6th Grade Outdoor trip. **Motion Approved. Seconded by Chandana Surlu.**

VP Communications Claire Gajary & Sue Shutz, No Report Submitted

VP of Fundraising Chandana Surlu submitted a report, Appendix C

VP School Services Charla Mills submitted a report, Appendix D

VP Events, Amy Hayes, No report submitted

VP Student Enrichment, Pierre-Henri Frevol, No Report submitted

Ways and Means chairman Linda Hall, No report submitted

Legislative Advocacy, Byron Shutz, No report submitted

IV. Principal and Faculty Reports

Principal Karen Dickens – Principal Dickens reported:

- MSP's are on full force and attendance has been excellent
- A reminder to the PTSA that the Volunteer Appreciation Tea is June 1st
- Principal Dickens reported that Joan is back in the office just a couple days a week
- Principal Dickens encouraged the PTSA to write letters to the legislature regarding the 2011-2012 school year budget cuts

V. Close of Meeting

There will be a General Membership meeting June 3, at 8:35 AM in the Arts and Science Room. And, the next BOD meeting will be June 9, 2011 at 6:30 PM in the Arts and Science room

The meeting was closed by Judy East at 7:55 PM.

Appendix A: Treasurer's Report

Treasurer: Mindy Lincicome

Treasurer's Report for April 2011

1. Revenue is at or ahead of expectation in every category (way ahead in the case of the Jogathon! Well done!). Expenses are generally at or below expectation, so we're in position to finish the year with a surplus. Please encourage any of your chair people to turn in all reimbursement requests by the end of May if possible. Check requests will be accepted until the last day of school, but it would be good to turn check requests directly to the Treasurer's folder in the PTSA office once we hit the month of June (just to make sure they don't get delayed in a teacher's in box or misdirected in the office).
2. Our 990 was received by the IRS, but we were notified that a Schedule B should've been included. This was my oversight, and it has been corrected. The Schedule B reports any individual donor (person or business) that gave over \$5000 in our fiscal year, and we had one such donor during the last school year (Microsoft).
3. As has been discussed at previous board meetings this year, we are trying to set up Paypal in the most efficient manner possible while still complying with all the directives from the State PTSA. Because we need to clear a large amount of money (over \$5K) from our Paypal account before the end of June (from Jogathon donations and Extended Class payments), the debit card tied to our bank account was activated

and recorded with our Paypal account in order to lift the \$500/month transfer limit. This debit card will not be used for any purchases of any kind. We will also pursue changing it to a credit card (which is what we thought was requested last summer, but when I went to activate it, I realized it was actually a debit card).

4. As mentioned at the last Board meeting, we need a standing rule dealing with the handling of checks returned by the bank for insufficient funds. A proposed policy is to notify the check-writer of the returned check and the associated fees that were charged because the check did not clear. If the check was a fee or payment for service (extended class, membership fee, event food, etc.), we will require a new payment for the amount owed plus the fee incurred.

5. Proposed Budget: Please review the attached budget proposal for the coming school year. We will discuss changes and new line items at the Board meeting. From here, the Proposed Budget will be posted for comment from General Membership, then it will be voted on at the June 3 General Meeting.

6. Action request: The PTSA Board approves a line item transfer of \$1500 from Academic Enrichment to Field Trips to go toward the 6th Grade Outdoor Education trip.

Explanation: The 6th grade team has raised almost \$3500 through the coffee fundraising efforts this year (including money raised during May and June 2010). We have approved \$2000 in support through our Field Trip line item; with their additional efforts, we would like to contribute more toward their trip. After considering the final round of EZ Grant applications (there was only one for \$400, which we approved), there is still over \$2000 in the Academic Enrichment line item from this year's budget. To increase the Field Trip budget with "new" funds would require a vote of General Membership; to shift money from one line item to another can be approved by the board. The W&M Committee preferred this approach to considering an outright grant of the money (either without a formal application, or an application filed after the deadline).

Appendix B: Communications Report

VP's Claire Gajary & Sue Shutz

No Report

Appendix C: Fundraising Report

VP Chandana Surlu

Membership report from Khris Schaffner, the Membership Chairperson

Students this year: 537

Memberships Total as of May 1, 2011: 393

WSPTA has a 100% Teacher Membership Award this year. We've put up an artwork opposite Ms. Sullivan's room thanking all PTSA members with their names on it.

We are planning to send out Thank you notes to all PTSA members.

Fundraising at a glance

	2010-2011 Budget	As of May 1st 2011*	As of Apr 30th 2011
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PTSA Donations	13,000	13,937.60	12,823.60
Corporate Matching	6,000	6,975.50	4,450.50
Volunteer Time Matching	1,000	2,312	2,142
eScrip+Upcycling	2,500	2,197.45	1846.02
Jog-a-thon	9,000	15,079.33 ⁺	14,779.33
BoxTops	500	473.28	473.28
Amazon	1,000	1,503.94	1,152.30
Everything Party	0	114.60	114.60
Original works	0	1,124.25	1,124.25
Audubon Family Dinner Nights	0	1,170.66	1,023.66
PACE	0	182.78	182.78
Fundraising Expenses	(300)	(158.46)	(158.46)
Jog-a-thon Expenses	(1,000)	(3,330.84)	(3,330.84)

* These amounts will be in the PTSA account by June 30th 2011. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

+ See the Jog-a-thon section for details.

PTSA Donation & Corporate Matching

Just trying to chase up the last of the corporate matching from the back to school donation.

Volunteer Time Matching

Audubon PTSA receives \$17 for every hour MS employees volunteer and \$10 for every hour Boeing employees volunteer. A minimum of 10 hours must be accumulated before Microsoft will generate the 1st check to Audubon PTSA. **Please encourage all the MS employees you know that support PTSA to log their hours.**

Staff: If you know of any Microsoft or Boeing employees who *regularly* help in the classroom, please let me know (fundraising@audubonpta.org) and I'll follow up with them on reporting these hours.

eScrip +Upcycling report from Stacy Christofferson, the eScrip and Upcycling chair

Upcycling Program terminated as of 3/25/2011.

No report.

Jog-a-thon (report from Khris Schaffner & Chandana Surlu)

This fundraiser was on April 22nd. Thank you to Ms. Dickens, the entire staff, volunteers, students, parents, extended families and community partners that made this event successful.

Local area businesses Sunrise Espresso & Donuts, Safeway, Applebee's, Crossroads B & G and Jamba Juice provided food & drink for the volunteers and staff. We intend to send Thank you notes to all our community support partners.

The #s: We already had \$2,318.68 from the 2010 Jog-a-thon in the form of corporate matching. These checks come in August and therefore fall into the next school year. This year, we raised \$18,248.20 out of which \$5487.55 was from corporate matching. So, this amount will fall into the 2011-12 school year. Effectively, we raised $18,248.20 - 5487.55 + 2,318.68 = \$15,079.33$

We are trying to follow up on all the corporate matching submissions. We have gotten feedback from many volunteers and staff. We will put them together so we can have a Jog-a-thon that is less stressful for the staff and fun & safe for everyone involved.

Box Tops & Labels for Education from Wendy Rice, the BoxTops & Labels chair

We have a class competition that ends on May 13th! **Ms. Banks's class is in the lead with Ms. Harasimowicz's class and Ms. Nygren's class close behind!** So, bring in those BoxTops and Labels for education and watch those numbers in the corridor! **All of you who have Pepperidge farm cookies, General Mills Cereal boxes, Avery Products, Campbell soups, please look through the list of products you might already have at <http://audubonpta.org/SmartShopping.aspx>!!**

Note: For the labels for education (mostly on Campbell's products) we do need to have the whole upc - not just the labels for education logo to get credit for the label.

Amazon and other online stuff (linkshare)

If we decide to go with Amazon for school supplies (astore), the Audubon PTSA store will likely look like this: <http://audubonpta.org/AudubonPTSAStore.aspx>. Right now, this site has only 3rd grade supplies.

Staff: I would love some comments on this! Amazon has a school rewards program that gives 10% back (like associates) and lets you create an astore, so you can setup school supplies per class.

EverythingParty

They will donate 10% of your bill if you let them know that you support Audubon Elementary when you checkout your merchandise out. This has been advertised in the eNews and the homepage. Checks come twice a year, Jan-Jun & Jul-Dec.

Original Works

Done with this for the school year.

Audubon Family Dinner Nights

The 6th of this series of events was at Crossroads B & G. They decided to donate *15% of their entire night's take and gave us a check for \$383.63!* The next one is on Wed May 18th at Luciano's in BelSquare and the last hurrah for the year is on Thu June 9th at Red Robin Gourmet Burgers (because it was so popular!)

Jamba Juice School appreciation cards New for 2011!!!

Stop at the school office and pick one up and attach to your key ring! Support Audubon PTSA by presenting the School appreciation card every time you make a purchase at the Jamba Juice stores. Jamba Juice will donate 10% of your purchase to Audubon PTSA. Cards valid at JJ stores (not at Safeway, for example). See for <http://www.jambajuice.com/community-programs/jamba-in-the-community/school-appreciation-fundraising> for details.

Appendix D: School Services Report

VP Charla Mills

School Services Area Reports

May 5, 2011

Staff Appreciation- Julie Becker and Alison McElroy

Staff Appreciation Week is this week, May 2-6. The Salad Luncheon is May 5. These are the last whole staff events for this year. Julie will continue to distribute birthday gifts to the staff for the remainder of school year.

Hearing and Vision – Beth Kopyar

The chair people for next year are in place and beginning to coordinate.

Valet/Driveway – Roy Captain

No report

Class Photos – Deb East

No Report

Year Book – Deb East

The yearbook is done and has been submitted. It is in the printing process. It will be delivered in June. Deb is planning to set up dates to do additional sales. The yearbooks will be distributed to the students during the last week of school.

Emergency Prep – Charla Mills (acting chair)

I have assessed the supplies and submitted an order through Joan Livesey. This does not, however, completely bring the program up to date. I have a chair for next year in place who is aware that she is picking up the pieces

Kindergarten Registration – Wendy Rice

No Report

Appendix E: Student Enrichment

VP Amy Hayes

No Report

Appendix F: Student Enrichment

VP Pierre-Henri Frevol

No Report

Appendix G: Ways and Means

Linda Hall

No Report

Appendix H: Legislative Advocacy

Byron Shutz

No Report