

Audubon PTSA Board of Directors Meeting

March 18, 2010

Minutes

I. Call to Order

The meeting of the Audubon PTSA Board of Directors was called to order by President Roy Captain at 6:38pm. There were 11 voting members present; 15 people attended the meeting (sign-in sheet on file).

II. Opening Business

The minutes of the February 18, 2010, Board of Directors meeting were approved as submitted.

The minutes of the March 11, 2010, General membership meeting were approved as submitted.

The next BOD meeting will be April 15, 2010.

President Roy Captain reported that the General Meeting on March 11th was well attended and went well.

III. Area Reports and Actions

Treasurer Linda Hall submitted a report (Appendix A) that includes year-to-date cash in and out and financial reports. Linda reported on the upcoming budget process that will take place in order to have a balanced budget to present to the General Membership for approval on June 4, 2010.

President Roy Captain activated an Ad Hoc Budget Committee to include the co-Presidents, Treasurer and Treasurer-elect, VPs Fundraising and VP Fundraising-elect. All members of the PTSA BOD and PTSA BOD-elect are welcome to attend to learn more about the budget and programs that PTSA is involved in.

The Budget Committee will meet on Sat, April 10, 2010 to establish a draft budget. All BOD members should get feedback from their chairpersons and pass along budget requests and recommendations to the Committee prior to this meeting.

President Roy Captain announced that all newly-elected Board members (for the 2010-11 school year) have been invited to attend all BOD meetings for the remainder of this school year.

VP Communications Sue Shutz submitted a report (see Appendix B).

VP School Services Kym Lukosky submitted a report (see Appendix D).

VP Events Ruti Cohenca submitted a report (see Appendix E).

VP Student Enrichment Pierre-Henri Frevol submitted a report (see Appendix F).

Legislative Advocacy Rep. Byron Shutz reported that the recent Town Hall meeting was well attended, and that the budget and its impact on education was the primary topic of discussion. The Lake Washington School District has postponed its public meetings for input on budget issues until after the Legislature in Olympia finishes their extended session.

VPs Fundraising Erik & Stacy Christofferson submitted a report (see Appendix C). They also gave an update on where YTD revenue is falling short of expectation. Microsoft matching donations and volunteer hours are down. Discussion ensued regarding ideas to improve in this area.

The upcoming Jog-a-thon was discussed. Samples of brochures, pledge sheets and flyers were distributed for feedback. The Jog-a-thon will take place during school hours (lunch time) on Fri, April 16.

Stacy Christofferson and Sue Shutz are in the process of setting up a PayPal account so that the PTSA can accept online donations. It is hoped that this will be up and running for the Jog-a-thon and that will be a great event to test the efficacy of having a PayPal option for fundraising.

IV. Principal and Faculty Reports

Principal Karen Dickens reported that Audubon was recently named as a recipient of the Washington State Achievement Award for Overall Excellence. This award goes to the top 5% of schools statewide based on their performance on standardized achievement tests over a three-year period. Twelve Lake Washington schools were recognized.

V. Close of Meeting

President Roy Captain closed the meeting at 8:03pm.

Appendix A: Treasurer's Report

Treasurer Linda Hall

Re: February's Financial Report for March's Meeting

The supporting records are reconciled through February 28, 2010. The Cash In/Out is as of March 13. The supporting income/expense registers are also provided.

Income: The PTSA completed this reporting period with a \$12,699 positive net cash flow; We had a \$4,000 corporate cash deposit in early March which significantly helped bring that line item closer to reaching its revenue goals and which exceed my last month's projection for that line item. For purposes of this report and to get to the "projected unrestricted cash at year end below", I updated the very rough revenue projection to reflect additional net revenue of \$10,000 between now and year end.

Expenses: A line-item review of the expenses reflects expenditures continue to be below budget. Please make sure the members with whom you are working submit their reimbursement requests. We want people to get paid for their expenses for several reasons—including the fact it provides us with more accurate costs for budgeting purposes.

For purposes of this report and to get to the "projected unrestricted cash at year end" below, I reviewed the expenses by line item and updated last month's conservative projections. I assumed full payment of the classroom enrichment funds per budget (\$7500 for the year).

Cash:

	Amount	as of:
Start of Year check register balance:	\$29,703.05	7/1/2009
Start of Year Money Market Balance:	\$24,726.49	7/1/2009
Cash Flow Year to Date	<u>\$8,167.00</u>	2/15/2010
Subtotal:	\$62,596.54	
Less: Designated Unspent Surplus Monies	\$(10,467.97)	for EZ Grants
Less: Board Designated Operating Reserves budget per 5-15-08 Meeting	\$(14,175.00)	25% of current year's Board
	\$37,953.57	budgeted cash available
w/o restrictions		
Projected Net Cash to Year End: FOR INFO	\$(11,400.40)	DRAFT NUMBER
Balance projected unrestricted cash at year end: FOR INFO	\$26,553.17	DRAFT NUMBER

Important Deadlines:

- 1) February 28: 1099 due to IRS – COMPLETE
- 2) Annual Corporation Report due to WA State – COMPLETE
- 3) June 2010: Membership approves FY11 budget –IN PROCESS

Budgeting:

Budgeting season is upon us again. The attached ad-hoc budget committee description and timeline was provided for your advance review and to help you start thinking about this topic. During our March meeting, we should have time to discuss the following:

- 1) Authorization of the Ad Hoc Budget Committee – confirm members
- 2) Given our uncertain funding environment, generally where should the PTSA focus its financial resources in the coming year?

- 3) What is the best way to engage the incoming board members in the budgeting discussions?
- 4) Gathering feedback on existing budget line items--which items should be carried forward? reduced? increased? and any considerations that should be noted when considering a budget item.

**Audubon Elementary PTSA
Ad-Hoc Budget Committee
Updated for March 18, 2010 Board Meeting**

Purpose: The budget committee is responsible for drafting the upcoming fiscal year's budget and presenting it the full board for approval. In so doing, it shall consider the following:

- Goals and objectives for the upcoming year
- Prior year's expenses
- Administrative expenses required to meet the basic operating costs of the organization
- Ability to generate revenue to support budget
- Current cash balance

Recommended Committee Members: Treasurer (chair), vice president(s) of fundraising (incoming and outgoing as applicable), president(s) (incoming and outgoing as applicable), incoming treasurer if applicable. Committee members are expected to involve and obtain feedback from other incoming and outgoing board members/committee chairs, especially in the assessment of existing and new goals and revenue/expense analysis.

Timeline: The board shall recommend a final budget for approval by the general membership by the last regular membership meeting of the year. The Budget Committee shall recommend a draft budget to the board for its approval no later than the board meeting immediately prior to the last regular membership meeting.

2010 Budgeting Timeline:

DATE	ACTIONS
March 8	Treasurer sends out 2010 budgeting timeline and encourages board members to begin thinking about budgeting process and how to best gather information from committee chairs related to recommended future budget priorities/budget requests
March 18	Board approves Ad-hoc Budget Committee and Committee members are determined. Board discusses budgeting process, timeline and affirms high level priorities
March 18 – April 9	Budget committee assesses existing and new goals through program evaluations, individual suggestions/recommendations and brainstorming sessions with non budget committee members
April 10– April 11* *tentative April 10 full	Budget committee prepares initial draft budget based on FY11 goals, input gathered and revenue/expense analysis – Note that

budget committee meeting	Jogathon results won't be known yet
April 15	Budget Committee reviews initial draft budget with full board
April 17 – May 16 *tentative May 1 full budget committee meeting	Budget Committee prepares final recommended budget
May 20	Board approves budget for recommendation to general membership
May 21	Board distributes budget to membership
June 4	Membership approves FY2010 budget

Appendix B: Communications Report

VPs Claire Gajary and Sue Shutz

No real eNews news. Here are the website stats: February usage dropped to 833 views. The top ten pages of the website were:

[...//audubonpta.org/extendedclasses.aspx](http://audubonpta.org/extendedclasses.aspx)

<http://audubonpta.org/calendar.aspx>

<http://audubonpta.org/ptsa.aspx>

<http://audubonpta.org/newsletter.aspx>

<http://audubonpta.org/owloutreach.aspx>

<http://audubonpta.org/contactus.aspx>

<http://audubonpta.org/enrichment.aspx>

<http://audubonpta.org/links.aspx>

<http://audubonpta.org/advocacy.aspx>

<http://audubonpta.org/leadership.aspx>

My report is, as they say, Boring But Important (or maybe not-so-important).

Appendix C: Fundraising Report

VPs Erik & Stacy Christofferson

New Board Transition-

Long transition is planned for Chandana so that we can ease her into the VP role. We've covered No Frills so far, expect transition to be complete by mid-June.

Jog-a-thon-

We've a set schedule now, to be published on the PTSA via posting all the brochures, forms, etc. While we will count laps, the event will be a flat donation fundraiser collected prior to the event by the students. Event will be during lunch recess on April 16th, with a Radio Disney celebration assembly from 2-3pm. Kids will get a "hot-loop" per lap and a "Audubon Strong" wristband for participating. Kids will not be required to have donations to participate in the event - we want everyone to enjoy it. We'd like to have a kickoff assembly on the 5th, and send home packets that day. The event needs volunteers (via email to Erik, other through BOD members, or via forms to go home with the kids). Special thanks to Karen for her support, Khris Ying for working the advertising posters, Steph Weeks for repro and great editing, Jodi Wilhelm for refreshment support, and of course Judy and Roy for ensuring this all is getting pulled together!

Appendix D: School Services Report

VP Kym Lukosky

Yearbook Advisor - Deb East

We had the spring photo day and it went well. We should receive \$400-\$500 from that fundraiser. The yearbook is beginning to be underway. The committee and I are starting to organize the book by collecting photos and learning the software. The kids seem to be really excited about designing the book and are coming up with great ideas. The group photos for the yearbook are scheduled for April 6th.

Valet – Roy Captain

Things have been going quite smoothly with the 2 Volunteers per morning shift. Ms. Dickens approved our blocking off the Left Turn lane and that will become an everyday occurrence 3/15 from 0800 through 0830 each day. We are coordinating with the Crosswalk folks, to assist in keeping the flow of traffic going on 180th.

Staff Appreciation – Charla Mills and Julie Becker

There is no staff appreciation event for March. Charla and Julie are working on plans for the rest of the year. They continue to distribute birthday gifts to the staff.

Appendix E: Events Report

VP Ruti Cohenca

Student Share Night & Ice Cream Social: Feb. 25, 2010

Chairperson: Tom Anderson

Such a fun way to build community and celebrate the achievements of our students! This year's Ice Cream Social was so well-attended, the 700 plates/spoons we had were not enough (planning to have 1000 next year!). The event came in under the \$300 budget (\$180 spent) because Top Foods Redmond donated all the ice cream! We'll continue to try new serving layouts/approaches to try and streamline and speed-up the process of

serving ice cream to so many in such a short time! We couldn't do it without a good crew of volunteers.

Read Across America Week: March 1-5, 2010

Chairperson: Katy Tallorin

The week's events included classroom door decorating (prizes awarded), a daily Dr. Seuss trivia contest, Crazy Hat day, firefighters coming to read in classes, and a gently-used book exchange. Total budget/expenses was \$27 for Dr. Seuss books that were awarded to classrooms that won the daily trivia contest. This was an exciting week with good enthusiasm and participation from teachers and students!

Bedtime Stories event: March 11, 2010

Chairperson: Judy East

A well-attended and fun evening, our Bedtime Stories event filled the library with pajama-clad kiddos eager to hear stories read by the Redmond mayor and some of their favorite Audubon teachers. Mr. Lowery served as the emcee for the event, and Mr. Anderson and Mrs. Chesney followed Mayor Marchione in reading fun kids' bedtime stories. The event is preceded by a General PTSA meeting, and that draws a nice-sized crowd for electing next year's PTSA Board! Total budget/expenses was \$20 for refreshments and \$17 for books (a new copy of the chosen story is signed by the mayor and added to the library collection).

Some thoughts for next year: Make sure the event is during RAA week (not the week after)! Also, have two copies of the book so the reader can read from one while the pictures are being shown from the other.

Appendix F: Student Enrichment Report

VP Pierre-Henri Frevol

Cartoonist in Residence (Maxine and Pierre-Henri)

Thanks to the EZ Grant, the Cartoonist in residence program has started this Wednesday (3/17) and will touch every kid. The program PTSA has provided consists of two assemblies and 1:1 time with Jeff Johnson for each individual classroom. They have selected two different programs for grades K-2 and 3-6. For each group the event will look like this:

Grades K-2: Illustrated Alphabet: Each student in class is assigned a letter by the teacher in advance. Students will work with their teacher on a poem and from that poem to a black and white illustration with the cartoonist. (The teacher might afterward ask the children to add colors should they like to). A discussion of line—including line shape, width, length and quality—will show students how different types of line help tell a story.

- The assembly: Project presentation, Basics of drawings
- 1 class visit – Mostly 1-on-1 time with the artist

Grades 3-6: Everyday Hero: Each student will work on a project about himself or herself being an everyday hero, valuating life skills as well as building self-confidence.

- The assembly - Project presentation, Basics of drawings, Vocabulary
- 2 class visits - Mostly 1-on-1 time with artist
 - o Class 1: Work on elements, early draft
 - o Class 2: Draft

The artist Jeff Johnson is a self-syndicated editorial cartoonist and cartooning instructor. His award-winning work appears in more than 20 daily and weekly newspapers throughout the state. Jeff has taught cartooning for more than 10 years for many Parks and Recreation departments and after-school programs throughout the region, and also served as an Artist in Residence for many elementary schools in the Lake Washington School District (including Audubon in the past). In addition to using humor in his work, Jeff also uses humor to capture kids' attention, challenge their imagination and help them develop their own individual style. His easy-going, encouraging approach makes him a popular personality among the students.

The objective of Jeff Johnson is to encourage kids to develop their skills, exercise their creativity, use their imaginations and above all; HAVE FUN! His website:
<http://www.cartooniversity.com/>

Special thanks to Jeff Johnson for his flexibility, to Karen Dickens for managing the scheduling process and coordinate the process with the teachers, and to Joan for her precious help and her enthusiasm.

Art Docents (Martha and Maxine)

The Art Docent program is chugging along. Many of the docents are preparing projects for our International Night display. We have a great group of people that are consistently bringing lessons to their assigned classrooms. We are struggling a bit more this year with some docents having to drop out because of outside obligations and family issues. The present economy definitely makes it harder for many to volunteer consistently. We've been fortunate to still get lessons to most of these classes. Is it similar in other areas?

Martha and Maxine are brainstorming ideas for next year to make it easier for people with limited time to still participate, like having specific lesson plans for each grade that don't require a bunch of prep and research.

Martha and Maxine want to thank the board for the constant support but also the group of parents (Docents) and staff for working to enrich our kids education.