

## **Audubon PTSA Board of Directors Meeting**

*May 20, 2010*

Minutes

### I. Call to Order

The meeting of the Audubon PTSA Board of Directors was called to order by President Roy Captain at 6:40pm. There were 11 voting members present; 18 people attended the meeting (sign-in sheet on file).

### II. Opening Business

The minutes of the April 15, 2010, Board of Directors meeting were approved as submitted.

The next BOD meeting will be a casual gathering at Roy Captain's house in June. The purpose of the meeting will be primarily social to facilitate a smooth transition of officers.

President Judy East asked the Board to consider adding a new Vice-President elected office. The title would be VP Outreach, and the membership chair (currently reports to VP Fundraising), the volunteer coordinator, and the Owl Outreach chair would be the responsibility of this VP. Judy expressed the belief that building our Audubon community is one of the most important values at this time, and a VP for Outreach would help advance this effort.

### III. Area Reports and Actions

Treasurer Linda Hall offered two resolutions for the Board's consideration. First, that the signature authorization for our bank accounts remain with the Presidents and the VPs of Communication. Second, that the Audubon Elem. PTSA AdHoc Auditing committee be activated so that it can meet to close the books for FY2010. Linda believes the books will be ready for audit by mid-July. Three members are required to audit the books; those who have had signature on the bank accounts are not eligible.

Treasurer Linda Hall also submitted a monthly report for the Board's review (see Appendix A). She reminded those present (and asked all to pass the reminder on to chairpersons) that she would like reimbursements to be submitted by May 31, and that the deadline is June 16 (the last day of school).

Finally, Treasurer Linda Hall presented the nearly-complete version of the Proposed 2010-11 PTSA Budget. Most of the changes were worked out by the budget committee, with just a few remaining points to be discussed now.

- In the 2008-09 budget, the PTSA granted \$1200 to Audubon Elem. for assembly expenses in the 2009-10 school year. Because this money was "advanced" at the end of '08-09, it did not appear in the '09-10 budget...so it was not considered for

the 2010-11 proposed budget. Linda asked what the Board would like to propose. There was discussion, and it was decided to add \$1200 to the proposed budget for assemblies in the 2010-11 school year. The Board recommends that these funds be used for assemblies with themes of music, science, and safety.

- VP Student Enrichment Pierre Frevol asked the Board to consider increasing the budget allocation for the Art Docent program due to the increase in the number of students and classrooms at Audubon. The Board enthusiastically added \$550 to the Art Docent proposed budget.
- Incoming VP Fundraising Chandana Surlu reported that an agreement made with Sunset Portraits to provide school photo services will bring in extra funds for the 2010-11 school year. \$1500 expected income was added to the proposed budget.
- Treasurer Linda Hall reported that there is approx. \$28K in unrestricted funds going into next year. She asked what the Board wishes to allocate to the Ways & Means committee for the EZ grant program. It was discussed and proposed to budget \$7500 for the fall EZ grant process, and revisit funds available mid-year.
- The issue of funding for the Student Council program was discussed. This program was previously funded by LWSD, but in their budget cutting, the stipend for teacher-supervision was eliminated. In the 2009-10 school year, an EZ grant funded this stipend. Discussion included the possibility of making this a line item in the PTSA budget, or encouraging the use of EZ grants again. It was decided not to fund the program at this point, and gauge community interest in re-establishing it in the future.

Treasurer Linda Hall moved that the Audubon PTSA Board of Directors approve and recommend the proposed 2010-2011 Budget to the General Membership. The motion was seconded by Secretary Mindy Lincicome and passed 11-0. The budget will be presented to the General Membership at the June 4, 2010 meeting.

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

VPs Fundraising Erik & Stacy Christofferson reported on the Jog-a-thon. It was a great day, and ran especially well for a first attempt! 223 students collected money for a total of \$9200 raised so far. We have confirmed matching funds of \$1255 (\$800 of that is still outstanding). There is an additional \$482 pledged on forms turned in without money. The lower grades had higher participation rates (K-41; 1<sup>st</sup>-41; 2<sup>nd</sup>-34; 3<sup>rd</sup>-43; 4<sup>th</sup>-33; 5<sup>th</sup>-11; 6<sup>th</sup>-20). Just over \$1000 was donated through Paypal – a good amount for a first use.

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

VP Events Ruti Cohenca reported that Mathnificent Event was successful and enjoyed by students and their families. The 3<sup>rd</sup> grade team, led by Mrs. Fluharty, spearheaded this event. Third grade students spent a few months learning many different math and logic games. During the school day on April 22, 3<sup>rd</sup> grade students spent the day teaching the rest of Audubon students various math games. In the evening, families were invited to come and participate. A PTSA EZ grant provided many new games for this year's event, but they will be used for years to come, so there will be minimal expense in future years.

IV. Principal and Faculty Reports

Erin Christianson and Jodi Wilhelm encouraged the Board and all Audubon volunteers to come to the Volunteer Tea on June 2<sup>nd</sup> at 2:00pm.

V. Close of Meeting

President Judy East took a moment to thank and honor Board members who were ending their service: Erik & Stacy Christofferson, VP Fundraising; Kym Lukosky, VP School Services; Ruti Cohenca, VP Events; and Linda Hall, Treasurer. Thank you!

The meeting was closed at 7:58pm by President Roy Captain.

**Appendix A: Treasurer's Report**  
*Treasurer Linda Hall*

Re: March/April's Financial Report for May's Meeting

The supporting records are reconciled through April 30, 2010. The Cash In/Out is as of May 17. The supporting income/expense registers are also provided.

**Income:** The PTSA completed this reporting period with a \$20,777 positive net cash flow; We are exceeding my previous year-end revenue projections and I have adjusted my projections accordingly—approximately \$6,000 more in cash at 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 by end of May if at all possible

**Cash:**

|                                       | <b>Amount</b>      | <b>as of:</b> |
|---------------------------------------|--------------------|---------------|
| 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>\$13,455.67</u> | 5/15/2010     |
| <b>Subtotal:</b>                      | <b>\$67,885.21</b> |               |

Less: Designated Unspent Surplus Monies \$(11,685.31) for EZ Grants

Less: Board Designated Operating Reserves \$(14,175.00) 25% of current year's budget per 5-15-08 Board Meeting

**\$42,024.90 budgeted cash available w/o restrictions**

Projected Net Cash to Year End: \$(13,282.40) **DRAFT NUMBER FOR INFO**

Balance projected unrestricted cash at year end: \$28,742.14 **DRAFT NUMBER FOR INFO**

### **Important Deadlines:**

- 1) May 21: Annual Charitable Solicitations Report to State – IN PROCESS
- 2) June 2010: Membership approves FY11 budget –IN PROCESS; recommended final draft will be presented to full board during its May meeting

### **Appendix B: Communications Report**

*VPs Sue Shutz and Claire Gajary*

**FWP:** The FWP gang, which consists of Khris Schaffner (membership and –hopefully—next year’s FWP chair), Chandana, Claire and myself, are working diligently to update the FWP pages in order to be done by the end of the school year. Chandana’s goal is to complete her pages before she leaves the country in June. The truth is, the FWP is pretty darn svelte right now due (again) to Steph Week’s talented graphic design, and needs relatively minor tweaks and updates. Among the tweaks are name changes we want to propose for two PTSA programs:

1. Change the name of the packet itself **from *First Week Packet* to something like *Back to School Packet*** to more clearly state its purpose to parents who are new to US public education. This audience includes kindy parents and parents who are new to the country.
2. Substitute **Donation** for **No Frills**, as in *Membership and Donation response form* rather than *Membership and No Frills response form*, and *Donation* total rather than *No Frills* total. Again, to more clearly state its purpose and to cut back on the use of PTSA-centric colloquialisms.

Are these two changes ok with everyone?

### **Website:**

- I’m moving forward in securing an AE PTSA credit/debit card in order to get board member’s personal cards off the sites that PTSA uses. Those sites are PayPal, iContact and WindowsLive (new this year to pay for the audubonpta.org domain)
- I moved Smart Pages to the top level of the navigation bar on the PTSA website. Despite multiple links to it from eNews and the website home page, people were having a hard time finding it. The webmaster will restrain from comment on this issue.
- May website visits have dropped down to 320+ and views have dropped to about 1000. Visits are the number of unique individual who click into the site, while views are all the different pages they click to once they are there. The smart shopping and fundraising pages were the clear winners for the month with 116 and 86 views, respectively. Pretty exciting, Chandana!

**eNews:** The OE and Golden Acorn award nominations are published. We had 4 replies as of Monday, May 17, 2010. In the past we have given out these awards at the volunteer tea, so I need to publish that date in the next eNews. Does anyone know the date of the volunteer tea?

On a fundraising note – I’ll bring samples to the meeting of the decaf iced mocha (*num*) that the 5<sup>th</sup> grade students will be handing out @ IN. It’s the final coffee push before the end of the year.

### **Appendix C: School Services Report**

*VP Kym Lukosky*

Kym is working on documentation for Charla Mills who will be taking over for next year. I've also sent out reminders to everyone to turn in their receipts before Memorial Day as we are hoping to close out the books early this year. I've also send out reminders and asked everyone to have their documentation done and turned in by June 1<sup>st</sup>.

Staff Appreciation week went off without a hitch. The last lunch event (Subway sandwiches with iced tea, veggies, fruit and dessert) was well received. The birthday gifts are being delivered through the end of the year. Julie Becker is chairing the committee for next year and has great ideas.

**Appendix D: Student Enrichment Report**

*VP Pierre-Henri Frevol*

**Drama “artist in residence” (Victoria Clarke)**

Hannah Victoria Franklin from “The Second Story Repertory” was in school from April 19<sup>th</sup> to April 23<sup>rd</sup> for the second part of the Drama residency, this time for grades K thru 3 for a program on the theme “Light and Shadow”. The residency ended with an assembly/presentation.

Feedback was generally very positive, although some teachers complained that too much happened at the same time (toymaker, cartoonist, Greenhouse, MSP... + spring break all in a short period)

EZ-Grant committee should think about how to better distribute programs across the year.

**Art Docents (Maxine and Martha)**

Art docents had been focusing on International night for some time now. Max and Martha did a great job on steering Art docents on art and artist of the world and their “Influences” on our world. Don't miss the exhibition on May 27<sup>th</sup>.

**Planning for next year**

Chair persons will overall remain unchanged:

- Victoria Clarke and Alison McElroy will co Chair Reflections
- Maxine and Martha will co-chair Art Docents program\*

\*Martha and Maxine expressed their intention to step down as Chair on year 2011-2012. We all realize how much they will be missed, and next year will be a transition year. With that in mind, we are thinking about how to bring 2 or most likely 3 docents up to speed to become chairpersons for the years to come. So we may end-up with 4 or 5 co-chairs during this transition year.