

PTSA Board of Directors Meeting

October 13, 2011

Minutes

I. Call to Order

The October Audubon PTSA Board of Directors' meeting for the 2011-2012 school year was called to order at 6:36 pm in the Arts & Sciences room at Audubon Elementary by President Mindy Lincicome.

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

II. Opening Business

Motion to approve the minutes of the September 15, 2011, Board of Directors meeting. Roy Captain seconded this motion. **Minutes were approved as submitted.**

President Mindy Lincicome opened the meeting with a report on the Audit Committee review for FY2011

III. Area Reports and Actions:

Treasurer, Lee Mills, submitted a report, Appendix A - no additional information added

VP Communications, Khris Schaffner, Appendix B – additional information VP Communications Khris Schaffner reported is 631 email addresses are subscribed to Enews, and most popular link on Enews is Principal's Corner.

VP of Fundraising Chandana Surlu submitted a report, Appendix C – No additional information added

VP Student Services Charla Mills submitted a report, Appendix D – additional information added that next staff appreciation is getting organized. Also, emergency prep supplies in classrooms are being updated. Chair, Roy Captain, noted that one volunteer has been added to the morning valet, but needs more volunteers

VP Events, Kirsten Reddish submitted a report, Appendix E – No additional information was added

Co-VP's Outreach, Judy East and Roy Captain, no report submitted - Judy East announced that 18 people attended the volunteer orientation on 10/13/11.

Co-VP's Student Enrichment, Susie Wright and Deb East, no report submitted –
Deb East reported that the Art Docents now have volunteers for classes.

Ways and Means chairman Linda Hall, submitted a report, Appendix H – A detailed report was submitted as a handout at Board of Director's meeting.

IV. Principal and Faculty Reports

Principal Karen Dickens was not present at the October 15, 2011 BOD meeting. President, Mindy Lincicome, spoke on Karen's behalf. Mindy reported that Karen is continuing to plan configuration to Middle School for 2012-2013 school year. The staff is working on improving the MSP's, and the office is in need for volunteers to help in the health room.

Resource Room Teacher, Toni Rocco, spoke on behalf of all Audubon faculty. Teachers are requesting that parents do not walk their children to their classrooms in the mornings, but say their good byes outside the school building in order to prevent congestion in the hallways.

V. Close of Meeting

The date of the next BOD meeting will be Thursday November 17, 2011 at 6:30 PM in the Arts and Sciences room.

The meeting was closed by Mindy Lincicome at 7:48 PM.

Appendix A: Treasurer's Report

Treasurer: Lee Mills

Treasurer's Report for October 13, 2011 PTSA Board Meeting

Bank data as of 10/7/2011

Submitted by Treasurer Lee Mills

YTD Cash flows:

Cash In: \$39,247.29

Cash Out: \$16,922.56

Net Cash: \$22,424.73

FY12 beginning cash balance: \$62,031.10

- Unrestricted cash: \$45,715.81
- Restricted cash: \$16,315.29

YTD cash balance: \$84,455.83

- Unrestricted cash: \$68,140.84
- Restricted cash: \$16,315.29

Items of note:

- FY12 beginning balance has been adjusted for FY11 close out items.
- Reconciliation (below) updated to show bank balances and amounts of outstanding checks and deposits.
- Checks have been re-ordered and received – that charge will be in the service charges for October.
- Large cash outflows are expected during October, as vendors for Extended Classes are paid.

**For a a detailed report of year to date activity 7/1/11 through 10/7/11, see attached Word document

Appendix B: Communications Report

VP Khris Schaffner

Communications Report

----OvO----

eNews

-reformatted --should be readable on phones now - will continue improvements -still seeking archive options - hoping to start with something next month

signed up BBQ email addresses

sending note to Joan this week to send to teachers to encourage new folks to sign up

----OvO----

Claire working on directory

----OvO----

Still Considering New Website host options

Appendix C: Fundraising Report

VP Chandana Surlu

Fundraising at a glance

	2011-2012 Budget	As of Oct 10th 2011*	As of Sep 30th 2011
PTSA Donations	13,000	11,772.50	11,647.50
Corporate Matching	6,500	1,177.50	1,177.50
Volunteer Time Matching	2,000	1,479	1,479
BoxTops	500	0	0
Amazon	1,500	559.54	311.34
eScrip	2,000	495.53	495.53
Audubon Family Dinner Nights	1,000	385.37	121.91

Photo Fundraiser	350	0	0
Jog-a-thon	13,000	3,362.55	3,362.55
Everything Party (Other)	0	39.80	0
Jamba Juice (Other)	0	0.36	0
Fundraising Expenses	(300)	0	0
Jog-a-thon Expenses	(1,000)	0	0

* These amounts will be in the PTSA account by June 30th 2012. There is a discrepancy because some checks have not been issued as yet, some checks have not arrived as yet.

Membership report from Beth Benincasa, the Membership Chairperson

Last year's numbers:

Students: 537

PTSA memberships: 393

This year's numbers:

Students: 560

PTSA memberships (to date): 421

- We are on track to reach the Silver level Washington State PTSA membership incentive by achieving a 5% increase from the previous year's membership enrolled and paid by October 25th.
- Teacher memberships reached 100% last year and we are hoping to maintain that this year.
- Finally, we created an owl display with the names of current PTSA members on feathers which was ready for Curriculum Night on Sept 22nd and is still displayed in the hallway across from the PTSA office.

PTSA Donation & Corporate Matching

Most of the Corporate matching has been done!

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 report from Stacy Christofferson, the eScrip chair

No report.

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

We are trying to follow up on all the corporate matching submissions from last year!

Box Tops & Labels for Education from Colleen Ulrich, the BoxTops & Labels chair

I sent in 2,400 box tops this week (= \$240!!). Collection bags are in all of the rooms.

I will probably have a classroom contest in late Oct, maybe will send a link to any box tops or labels Halloween products to promote. I've asked a girl scout troop to help with the clipping, counting and graphing in November. If it goes well, I'll involve another troop in the spring.

Amazon and other online stuff (linkshare)

We did have our school supplies available through an Amazon store:

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

EverythingParty

We have a 20% off coupon that will be distributed to the whole school next month.

Audubon Family Dinner Nights

The first one for this school year was at Red Robin Gourmet Burgers in Redmond (Overlake, next to Sears) on Tue Oct 4th. The manager got a 20% donation this time. Total donated was \$263.46.

Jamba Juice School appreciation cards

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.

Smith Brothers Farms *New for 2011-2012!*

This fall, Smith Brothers Farms is offering a **Back-to-School Special** to support all the great work parents contribute to our schools. Starting September 1 through December 31, 2011, anyone who signs up for their service using the Promo Code "PTA" will receive a \$20 credit for their first delivery and a chance to earn money for their school's PTA/PTO, at no cost to that organization. For every five people from a school who sign up for their service, they will pay that school's parent organization \$250! So if 10 families from a school sign up for service, Smith Brothers Far

Appendix D: School Services Report

VP Charla Mills

School Services Area Reports

October 13, 2011

Staff Appreciation- Julie Becker

No Report

Hearing and Vision – Ritu Bajaj and Lakshmi Kruthiventi

The chairs have volunteers in place for the screening taking place on Tuesday, October 11.

Valet/Driveway – Roy Captain

No Report

Class Photos – Deb East

No Report

Year Book – In need of Chair

No Report

Emergency Prep – Jennifer Malik

The Chair attended a training workshop on October 3 and is trying to get input from district on best practices for water and other supplies before making any spending decisions this year.

Kindergarten Registration – Wendy Rice

No Report

Appendix E: Events Report

VP Kirsten Reddish

Events Report
October 8, 2011
Kirsten Reddish

Past Events:

The Back to School BBQ was a huge success. The music was awesome, the food went smoothly, the streamlined PTSA tables worked well, and everyone seemed to have a great time. A big thank you to everyone who helped, especially our awesome chair Judy East.

Skate King was very popular and the kids had fun skating. We made the modest profit of \$78.50 (less than in past years due to Skate King raising their rates--but we were happily able to keep our admission price the same so that this remains an affordable family night.)

Upcoming Events:

International Math and Games Night is coming up on October 20! This should be a blast as always and is in the competent hands of experienced chair Ruti Cohenca. Please contact her if you would like to help--she needs a lot of volunteers to staff the various country tables and make sure game play proceeds smoothly.

Appendix F: Outreach

VP's Judy East & Roy Captain

No Report Submitted

Appendix G: Student Enrichment

VP's Susie Wright & Deb East

No Report Submitted

Appendix H: Ways and Means

Linda Hall

The Committee received four EZ Grant requests on September 30. It meets Monday, October 10 to review them and will be prepared to provide an updated during the October 13 board meeting. The target award announcement date is October 14. The second round of grant requests will be due November 4.